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ABSTRACT

This volume contains those data obtained during the Occupational Projection Research Project pertaining to urban areas. (The Occupational Projection Research Project was a research project that investigated employer perceptions of the entry level skills, attitudes, and values needed for various occupations as well as employment demands for specific occupational clusters.) Following a brief description of procedures used in the survey, various tables are presented summarizing data pertaining to the skills, attitudes, and values (SAVs) indicated by respondents. Included among the topics covered in the tables are most important SAVs by group, most difficult to find SAVs by group, most common SAVs by group, significance given to graduation/training/experience, recommendations by respondents, occupational projections for the eighties, and occupational cluster increases/decreases. Following a summary of these findings, detailed tabulations of responses to the project survey are appended. (The final report on this project as well as a report of project findings for urban areas are available separately--see note.) (MN)

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OCCUPATIONAL PROJECTION RESEARCH PROJECT II

URBAN

Passaic County

1981

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Educational Improvement Center - Northwest

FINAL REPORT

OF THE

OCCUPATIONAL PROJECTION RESEARCH PROJECT

1980-81

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ABSTRACT

DESCRIPTION OF PROJECT

(Use this sheet and no more than one other to type in single-spaced form a statement of project objectives, procedures that were followed, state and local priorities emphasized and the expected contribution of the project to vocational education.)

The Urban Occupational Projection Research Project was designed to determine the entry level skills, attitudes and values needed for various occupations. The study also examined employment demands for specific occupational areas (clusters). The study offered vocational educators curriculum guidelines based on the identified skills, attitudes and values required by potential employers in their vicinity. An index of skills, attitudes and values which employers found either most conspicuously lacking or most common in current job applicants was provided. The project also provided an informal index of future job markets based upon the plans of the employers surveyed.

The target population consisted of the businesses and industries located within Passaic County. From this target population a stratified random sample of business and industry leaders was interviewed using a specially developed interview form.

Study results will be provided to vocational schools in the region.

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A. INTRODUCTION

1. PROBLEM

Vocational-technical schools have been accused of turning out students with inadequate or obsolete skills for today's job markets. Vocational schools have also been accused of preparing students for jobs that are being phased out. In order to match the skills, attitudes and values needed by employers with the qualities emphasized in vocational school curricula, vocational schools must keep in close contact with business and industry leaders in the region. Vocational school curricula must be based, to a degree, on perceptions of skills, attitudes, and values required of vocational school graduates. Congruence between these perceptions and reality is, therefore, very important.

The state's vocational-technical schools strive to produce graduates who are in tune with the requirements of employers in the region. Over the years, however, as society changes, employers' needs may change. It is, therefore, incumbent upon the vocational schools to keep abreast of the latest employer needs. Employment needs are of two types:

1. Needs based on projections of how many graduates will be needed by each of the different job clusters or on the requirements of specific businesses and industries in the upcoming decade, and
2. Needs based on the combination of specific skills, attitudes, and values that will prove to be most helpful in securing jobs for vocational program graduates.

This survey project addressed both of these needs by answering the following questions which were crucial for up-to-date vocational training:

1. What were the perceptions of the skills, attitudes, and values considered important by potential employers in the region? What specific mix of skills, attitudes and values was considered

important? We often hear that what was most needed in vocational programs was the latest equipment so students can leave vocational programs with the most up-to-date skills. How important (relative to other areas) was the up-dating of skills? On the other hand, we often hear that what was really needed was a strong grounding in basic skills. How important were basic skills relative to values and attitudes?

2. Was there a difference in the perceptions of needed entry level skills, attitudes and values among industries within the various occupational clusters? Of course, the specific skills needed for clerical workers were different from the specific skills needed by workers, for example, in the mechanical trades. But were the values and attitudes considered most important different for entry level jobs in these two clusters? Moreover, was the blend of skills, attitudes, and values unique for each of the 15 major occupational clusters?
3. Were there distinctions in perception of skills, attitudes and values based on the size of the company? Did large companies give more weight than small companies to skills compared with attitudes and values or was it the other way around? For the same job clusters, did the skills, attitudes, and values change due to the size of the company, and if so, why?

By gathering information to provide schools with an occupation-by-occupation rank order summary of skills, attitudes, and values sought by businesses, this project will enable our vocational technical schools to update their curricula; graduating students will consequently possess skills, attitudes, and values more in line with regional employer needs.

2. OBJECTIVES

This survey provided to vocational educators/planners in Passaic County.

1. Guidelines for curriculum development/revision based upon the skills, attitudes and values required by potential employers in their vicinity;
2. An index of skills, attitudes and values which employers find either most conspicuously lacking or most common in current job applicants.
3. An informal index of future job markets based upon the plans of the employers surveyed.

3. DEFINITION OF TERMS USED

Occupations: The U.S. government has identified 13 overall job classifications, 45 sub-classifications, and 279 specific occupations in the Occupational Outlook Handbook, 1980-81 edition*.

This study used this occupational listing as the basis for classifying job projections.

Supervisors: Supervisors were defined as those individuals who most closely supervise the performance of specific jobs within an organization. Examples are foreman, managers, office managers, shop foreman.

Business or Industry Leader: A business or industry leader was a key individual in a business or industry who was completely knowledgeable concerning the company. This person provided job projections of company size for the decade of the eighties.

*The Occupational Outlook Handbook, 1980-81 Edition, U.S. Department of Labor, Bureau of Labor Statistics, March 1980, Bulletin #2075.

4. BACKGROUND INFORMATION

The history of the Occupational Project Research Project is as follows:

Realizing that the skills and demands of a technological society grow more complex every day, the Hunterdon County Career Education Coordinating Council had asked one of its members, Mr. John Baker of Valvic, Inc., a manufacturer of industrial rubber products to develop a survey for local businesses to aid vocational school curricula. Mr. Baker had heard of Educational Improvement Center - Northwest and wanted to know more about the organization. He contacted Dr. Thomas Hamill, the Executive Director. From their meeting the idea for an Occupational Projection Survey was developed, and it was presented to the Hunterdon County Career Education Coordinating Council. The Council endorsed the proposed survey. EIC-NW wrote a proposal which was funded through the New Jersey Department of Education, Vocational Education and Career Development Division.

Later in the year the original study which centered around Hunterdon and Sussex counties was expanded to a separate Passaic County survey. This report summarizes the findings for Passaic County.

B. BODY OF REPORT

1. PROCEDURES

General Design

A personal interview survey form was used to gather the data. This approach was particularly appropriate because it allowed respondents the opportunity to reflect on their statements and make modifications based on feedback from the interview.

Another key feature of this design was the division of the survey into two parts. In part one, a business or industry leader was asked to project job opportunities for the upcoming decade. In part two, a supervisor for a specific occupational category reported on the skills, attitudes and values he/she considered important to that specific occupational category. Therefore, the key individual having the most valid information completed the appropriate part of the survey.

Population Sample

The target population consisted of the businesses and industries located within Passaic County. From this target population a stratified random sample of businesses and industries was drawn. The population was stratified based on the size of each industry. Equal samples were drawn from industries containing between 1 and 25 employees, 26-50 employees; 51-100 employees; 101-500 employees; and over 500 employees.

At first the county industrial directory was used to identify the population and draw the sample. Then the telephone directory was used to identify additional businesses.

Contact was made by phone to each company or business. A minimum expectation was that 100 companies would be contacted and would participate in the survey.

Data and Instrumentation

All data was gathered using a personal interview survey form. This technique was preferable to a mailed questionnaire technique for a number of reasons. See Appendix I for survey instrument and overall job classification and sub-classification lists.

1. Most mailed questionnaire studies suffer from low response rates. When fewer than 60 percent of respondents complete a questionnaire, bias often results. The nature of the bias is difficult to predict.
2. With a mailed questionnaire there is no opportunity to follow-up specific responses and probe for the reason why something was noted or emphasized. With an interview format, probing and follow-up is possible.
3. A third weakness of a questionnaire is the inability to determine how well respondents understood the questions.

For all of these reasons, the interview technique was used for this survey. Although considerably more costly, the interview technique offered a good opportunity to obtain clearly understood, unbiased, and specific information.

The interview schedule used for the Occupational Projection Research Project is given in Appendix I. The questions asked on the interview schedule are as follows:

Questions for Business Leader

1. What were the specific jobs and how many employees were currently working in each of these jobs in your company?
2. Did you expect an increase or decrease in staff size during the next decade, and by approximately how many total employees and in which specific job categories?

Questions for Job Area Supervisors

3. Supervisors were requested to compile a list of up to twenty skills, attitudes and values which they considered important for entry level employees. A suggested list of 64 skills, attitudes and values was provided for convenience, but each supervisor was encouraged to give spontaneous answers.
4. Respondents were asked to develop a list of the most common skills, attitudes, and values, as well as those most difficult to find.
5. Respondents were also asked to which combination of a) high school experience; b) vocational-training or course work; and c) prior work experience they prefered in a job applicant.
6. Finally, respondents were asked, "If you were a member of a local vocational school board, what recommendations would you make to help the school prepare for the decade of the eighties?"

Analysis

After gathering the interview data, a tally sheet was used to summarize and to code for computer analysis. The coded data was then keypunched onto an IBM 5120 computer. For each question the number of respondents and the percentage of respondents selecting an alternative was reported. Data was also organized in rank order. Specifically, the following analyses were performed.

Question	Analysis
1. Size of Organization	A rank order list based on organization sizes of 1-25, 26-50, 51-100, 101-500, 501 and over.
2. Occupations reported (based on number and positions . reported by company officer)	A rank order list based on the 45 major job classifications identified by the Department of Labor (For example: foundry occupations, machining occupations,etc.).
3. Predicted change in number of employees and specific positions in the next decade.	For each of the 45 major job classifications, how many companies reported increases or decreases in the next decade. Changes will be based on the number of companies reporting increases of +100 people, +51 to 100, +26 to 50, +6 to 25, +1 to 5, no change, a loss of -1 to 5 people, -6 to 25, -26 to 50, -51 to to 100, -101 or more employees.
4. Skills, attitudes or values considered <u>important</u> in employees. (each supervisor selects one job classification only.)	a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification. b) The above data sorted by company size. c) An overall rank order listing of the skills, attitudes and values selected by respondents.
5. Skills, attitudes, or values considered <u>most difficult</u> to find in employees.	a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification. b) The above data sorted by company size.

	c) An overall rank order listing of the skills, attitudes and values selected by respondents.
6. Skills, attitudes, or values which seem <u>most commonly</u> found in employees.	a) Rank order listing of the 45 major job classifications with the number of respondents selecting each classification.
	b) The above data sorted by company size.
	c) An overall rank order listing of the skills, attitudes and values selected by respondents.
7. Preference for high school graduation, vo-tech training or work experience in new employees.	Mean and standard deviation for each of 8 possible combinations of variables.
8. Comments and recommendations.	Listing of comments and recommendations with frequency of occurrence.

2. FINDINGS

FINDINGS OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES

The skills, attitudes, and values respondents considered most important for newly graduated vocational program students, given in rank order, is provided in Table I.

This table, and each succeeding table using the same table format, presents each quality, the number of respondents selecting the quality and the percentage of respondents selecting the quality. Respondents were asked to select up to 20 skills, attitudes or values, in any order from a list of 23 skills, 22 attitudes and 19 values (total of 64). Respondents were allowed to add their own skills, attitudes, or values (hereafter called SAV's) to the list if a wanted quality was not available from the list. Few respondents took the opportunity to do so. Many respondents selected fewer than 20 SAV's.

Looking at the SAV's selected, a total of 20 qualities were picked by over 30 percent of respondents; seven qualities were identified by over 50 percent of respondents. Of the top 20 SAV'S, 7 were skills, 6 attitudes, and 7 were values; the most important SAV'S were: Cooperation with fellow workers (63%); Exhibits positive work attitude (63%); Understands and follows oral and written instructions (61%); Operating tools and equipment relevant to job (60%); Communicating effectively with clients and fellow workers (53%); Maintains good health, neatness, good grooming and fitness habits (53%); and Exhibits pride in workmanship (51%).

Table II presents a summary of most important skills, attitudes, and values reported by various respondent groups. The purpose of this table is to examine SAV importance in terms of possible difference between various occupational clusters or various company sizes and the overall group analysis given in Table I. That is, were the SAV's selected as most important by industrial production supervisors similar to those selected by all respondents combined? Were the

SAV's selected as most important by supervisors in companies or businesses of 1-25 employees similar to those selected by all respondents combined?

The numbers in the table are the percentage of respondents selecting a particular SAV. Only the highest ranked SAV's were included in this summary and comparison.

An important note is in order here. The total number of respondents was over 100. The number of respondents in each of the sub-groups, however, is considerably less. The reliability of sub-group rankings must therefore be questioned.

TABLE I

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=102)

RANK ORDER		QUALITY	# OF RESPOND.	% OF RESPOND.
1.5	A2	Cooperates with fellow workers	63	63
1.5	A5	Exhibits positive work attitude	63	63
3	S15	Understanding and following oral and written instructions	61	61
4	S12	Operating tools and equipment relevant to job	60	60
5.5	S23	Communicating effectively with clients and fellow workers	53	53
5.5	V4	Maintains good health, neatness, good grooming and fitness habits	53	53
7	V5	Exhibits pride in workmanship	51	51
8	A16	Demonstrates initiative on the job	48	48
9	S4	Performing tasks requiring manual - perceptual skills	47	47
10	V13	Demonstrates that one is a responsible worker	46	46
11.5	A10	Practices safety toward self and others	44	44
11.5	V8	Values checking own work for thoroughness and accuracy	44	44
13	A6	Works independently when necessary	41	41
14.5	S6	Applying computational skills	39	39
14.5	V3	Demonstrates integrity, tells the truth, keeps promises, pays debts	39	39
16.5	S10	Budgeting time effectively	38	38
16.5	S14	Reading, writing and speaking effectively	38	38
18	A19	Uses time and energy efficiently	35	35
19	V15	Understands that one is paid relative to the value of work	32	32
20	V10	Willingly acquires additional training and education relevant to job function	30	30
21.5	S13	Adapting and adjusting to change, is flexible	29	29
21.5	S19	Organizing self and situations to accomplish tasks	29	29
23.5	S2	Using measurements, equivalents, ratios and proportions	27	27
23.5	A3	Copes with authority exercised by others in constructive ways	27	27
25	V19	Strives for excellence and competence	26	26
26	A9	Completes assignments on time	25	25
27	S7	Planning, making or assembling job-related items	24	24
29.5	A11	Reacts positively to constructive criticism	23	23
29.5	A12	Assumes personal responsibility for the consequences of his/her choices	23	23
29.5	A22	Accepts all honest work as honorable and having worth and dignity	23	23
29.5	V20	Regular in attendance	23	23
32.5	A20	Handles stress on the job	22	22
32.5	A21	Understand the economic interrelationship between the employee's productivity, etc.	22	22

TABLE I

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=102)

RANK ORDER		QUALITY	# OF RESPOND.	% OF RESPOND.
34.5	S21	Anticipating needs of job and/or clients	20	20
34.5	V11	Is independent and self-reliant	20	20
36	V2	Values own worth and dignity	19	19
38.5	S5	Making appropriate "next-step" choices	18	18
38.5	S9	Applying concepts, principles and procedures to circumstances different from those in which learned	18	18
38.5	V9	Views all honest work as honorable, worthy and dignified	18	18
38.5	V12	Uses ethical standards of conduct	18	18
42	S16	Adjusting, repairing and maintaining job-related equipment	17	17
42	S17	Relating basic procedures and principles to specific work areas	17	17
42	S20	Maintaining accurate and appropriate records	17	17
44	V1	Maintains self-discipline	16	16
46	A4	Adjusts behaviors to meet employer's changing values and needs	14	14
46	A8	Understands and accepts the apprenctice role	14	14
46	V23	Is courteous and respectful to clients and fellow workers	14	14
48.5	S1	Developing, interpreting graphs, charts and tables	13	13
48.5	S3	Preparing reports and summaries	13	13
51	A14	Copes with varying expectations from supervisors in order to satisfactority perform in a given work situation	11	11
51	V17	Recognizes the difference between the satisfaction from having earned something from being given something	11	11
51	V21	Is punctual, on time	11	11
53	A17	Practices behaviors that contribute to job retention or advancement	10	10
55	S22	Instructing others in job-related tasks	9	9
55	V16	Understands the interrelated role of management and labor	9	9
55	V18	Desires upward economic mobilitly	9	9
57	A15	Reacts positively to competitive situations, win or lose	8	8
58.5	S11	Calculating and estimating quantitatively	7	7
58.5	A1	Appreciates individual differences	7	7
60	V7	Respects an individual's rights and responsibilities for a self-determined life style	6	6
62	A7	Develops ideas to improve methods	5	5
62	V14	Has a basic understanding and appreciation of the free enterprise system	5	5
62	V24	Positive, outgoing behavior; enthusiasm	5	5
66.5	S18	Implmenting, modifying plans on basis of feedback	4	4
66.5	A18	Copes with failure	4	4

TABLE I

OVERALL OCCUPATION RANK ORDER LIST OF
SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=102)

RANK ORDER	QUALITY	# OF RESPOND.	% OF RESPOND.
66.5	A25 Is neat about work	4	4
66.5	V6 Manages personal income effectively	4	4
66.5	V22 Works hard, is industrious	4	4
66.5	V26 Pays attention, listens	4	4
71	S8 Developing and interpreting statistical data	3	3
71	A13 Both compromises and exercises influence in the achievement of group goals	3	3
71	A27 Is goal oriented rather than "job" oriented	3	3
73.5	S25 Completes tasks; is patient	2	2
73.5	V25 Doesn't waste time	2	2
76	S27 Asks questions	1	1
76	A26 Shows respect for others' property	1	1
76	A27 Shows company loyalty	1	1

Summary of Most Important Skills, Attitudes and Values Reported by Various Respondent Groups

A total of 9 different respondent groups were compared with respondents from all groups. Four of these groups represented specific occupational clusters. The original proposal intent was to compare each of the 15 occupational clusters identified by the U.S. Department of Labor. Unfortunately, the number of respondents available was not sufficient for more than four sub-groups. These were: industrial production supervisors, office related supervisors, service supervisors, and sales supervisors. Five of these sub-groups represented delineations of company size: companies of 1-25 employees, companies of 26-50 employees, companies of 51-100 employees, companies of 101-500 employees, and companies of 501 or more employees. As noted earlier, a total of 20 SAV's were selected by at least 30 percent or more of all respondents. The two sub-groups that most closely matched the overall ranking were companies of 101-500 employees with 18 of 20 need areas and supervisors of industrial production occupations also with 18 of 20 need areas. The least amount of agreement between a sub-group ranking and the total ranking was for the service and sales supervisors who agreed with the overall ranking in 12 of the 20 need areas. The next few pages will describe the specific differences from one group to another by listing areas of special interest for particular sub-groups and also listing areas of lower interest.

Industrial Production Occupations

Five highest ranked SAV'S are reported; where tied, fewer than five are given. The five most important SAV'S for industrial production occupations supervisors were: Operating tools and equipment relevant to job (77%); Exhibits positive work attitude (72%); Cooperates with fellow workers (70%); Understanding and following written and oral instructions (70%); and performing tasks requiring manual-perceptual skills (60%).

Industrial production supervisors concurred with the respondents as a whole in eighteen of the twenty SAV'S selected as most important. Additional need areas considered most important were: Using measurements, equivalents, ratios and proportions; and Planning, making or assembling job related items. Areas not considered as important were: Budgeting time effectively, and Willingly acquires additional training and education.

Office Related Occupations

The four most important SAV'S for office related supervisors were: Communicating effectively with clients and fellow workers (91%); Maintains good health, neatness, grooming and fitness habits (73%); Demonstrates initiative on the job (73%); and Willingly aquires additional training and education relevant to job function (73%).

Office related supervisors concurred with their respondents as a whole in fifteen of the twenty SAV'S selected as most important. Additional need areas considered most important by office related supervisors were: Maintaining accurate and appropriate records, and Is independent and self-reliant. Areas not considered as important by office related supervisors were: Checking own work for accuracy; Practices safety towards self and others; Budgets time effectively; Uses time and energy efficiently; and Understands that one is paid relative to the value of work.

Service Occupations

The three most important SAV'S for service occupations were: Maintains good health, neatness, grooming and fitness habits (72%); Understanding and following written and oral instructions (61%); and Exhibits positive work attitude (55%).

Service occupations supervisors concurred with their respondents as a whole in only twelve of the twenty SAV'S selected as most important. Service related supervisors obviously saw some large differences in the skills, attitudes and values considered to be most important for newly hired vocational school graduates. Additional need areas considered most important by service supervisors were: Adapting and adjusting to change, is flexible; Instructing others in job related tasks; Accepts all honest work as honorable and having worth and dignity; and Views all honest work as honorable worthy, and dignified. Areas not considered as important by service supervisors were: Communicating effectively with clients and fellow workers; Values checking own work for thoroughness and accuracy; Works independently when necessary; Demonstrates integrity, tells the truth, keeps promisses, pays debts; Reading, writing and speaking effectively; uses time and energy efficiently; Understands that one is paid relative to the value of work; and Willingly acquires additional training and education relative to job function.

Sales Occupations

The five most important SAV'S for sales occupation were: Cooperates with fellow workers (61%); Exhibits positive work attitude (61%); Maintains good health, neatness, grooming and fitness habits (61%); Exhibits pride in workmanship (61%); and Communicating effectively with clients and fellow workers (55%). Sales occupation supervisors concurred with respondents as a whole in twelve of the twenty SAV'S selected as most important. Here, as with service

supervisors, there were considerable differences between this sub-group and all groups combined. Additional areas considered most important by sales supervisors were Adapting and adjusting to change, is flexible, and Strives for excellence and competence. Areas not considered as important were: Understanding and following written and oral instruction; Demonstrates initiative on the job; Performing tasks requiring manual-perceptual skills; Practices safety towards self and others; Demonstrates integrity, tells the truth, keeps promises, pays debts; Applying computational skills; Uses time and energy efficiently; and Understands that one is paid relative to the value of work.

Companies With 1-25 Employees

The five most important SAV'S according to supervisors in companies of 1-25 employees were: Operating tools and equipment relative to job (67%); Exhibits positive work attitude (65%); Understanding and following oral and written instructions (50%); Exhibits pride in workmanship (50%); and Performing tasks requiring manual-perceptual skills (50%). Supervisors with 1-25 employees concurred with the respondents as a whole and 17 of the 20 SAV'S selected as most important. One additional need area considered most important by supervisors in small companies or businesses was using measures, equivalents, ratios and proportions. Areas not considered as important by supervisors in companies of 1-25 employees were: Budgeting time effectively; Reading, writing, and speaking effectively; and Willingly acquires additional training in education relative to job function.

Companies of 26-50 Employees

The two most important SAV'S according to supervisors in companies of 26-50 employees were: maintains good health, neatness, good grooming and fitness habits (74%) and cooperates with fellow workers. Supervisors in companies of

26-50 employees concurred with the respondents as a whole in 14 of the 20 SAV'S selected as most important. One additional identified by these supervisors was: Adapting and adjusting to change, is flexible. Areas not considered as important by supervisors in companies of 26-50 employees were: Understanding and filing written and oral instruction; Demonstrates that one is a responsible worker; Practices safety towards self and others; Works independently when necessary; Uses time and energy efficiently; and Understands that one is paid relative to the value of work.

Companies of 51-100 Employees

The five most important SAV'S in companies of 51-100 employees were: Cooperates with fellow workers (80%); Understanding and following written instructions (70%); Demonstrates that one is a responsible worker; Demonstrates integrity, tells the truth, keeps promises, pays debts (70%); Reading, writing, and speaking effectively (70%). Supervisors in companies of 51-100 employees concurred with the respondents as a whole in 17 of the 20 SAV'S selected as most important. Additional need areas considered to most important by supervisors in companies of 51-100 employees were: Handle stress on the job; and Copes with authority exercised by others in constructive ways. Areas not considered as important by these supervisors were: Performing tasks requiring manual-perceptual skills; Applying computational skills; and Willingly acquires additional training and education relevant to job function.

Companies of 101-500 Employees

The four most important SAV'S according to supervisors in companies of 101 to 500 employees were: Understanding and following written and oral instruction (83%); Cooperates with fellow workers (78%); Exhibits positive work attitude (61%); and Maintains good health, neatness, grooming and fitness habits (61%).

Supervisors in companies of 101-500 employees concurred with the respondents as a whole in 18 of the 20 SAV'S selected as most important. This was a very high relationship with the total group. Additional need areas considered to be most important by supervisors in companies of 101-500 employees were: Planning, making or assembling job related items; Maintaining accurate and appropriate records; and Adapting and adjusting to change, is flexible. Areas not considered as important by these supervisors were: Works independently when necessary, and Demonstrates integrity, tells the truth, keeps promises and pays debts.

Companies of 501 or More Employees

The five most important SAV'S according to supervisors in companies of 501 or more employees were: Cooperates with fellow workers (86%); Exhibits positive work attitude (71%); Operating tools and equipment relative to job (71%); Communicating effectively with clients and fellow workers (71%); and Applying computation skills. Supervisors in companies of 501 and more employees concurred with the respondents as a whole in 13 of the 20 SAV'S selected as most important. Additonal need areas considered most important by supervisors in largest companies were: Views all work as honorable, worthy, and dignified; Organizing self and situations to accomplish tasks; Reacts positively to constructive criticism; and Handles stress on the job. Areas not considered as important by the supervisors of largest companies were: Values checking own work for thoroughness and accuracy; Demonstrates integrity, tells the truth, keeps promises, pays debts; Budgeting time effectively; Uses time and energy efficiently; Understands that one is paid relative to the value of work; and Willingly acquires additional training in education relevant to job function.

TABLE II

SUMMARY OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

TABLE NO.		I	VI	VII	VIII	IX	X	XI	XII	XIII	XVIII
CATEGORY		All Groups	Ind Prod	Office Related	Service	Sales	1-25 Empl.	26-50 Empl.	51-100 Empl.	101-500 Empl.	501+ Empl.
	QUALITY										
A2	Cooperates with fellow workers	63*	70	64	50	61	46	68	80	78	86
A5	Exhibits positive work attitude	63	72	45	55	61	65	58	50	61	71
S15	Understanding and following written & oral instructions	61	70	54	61	--	50	--	70	83	57
S12	Operating tools & equipment relevant to job	60	77	45	50	39	67	58	60	33	71
S23	Communicating effectively w/clients & fellow workers	53	37	91	--	55	46	58	60	50	71
V4	Maintains good health, neatness, good grooming and fitness habits	53	37	73	72	61	42	74	50	61	43
V5	Exhibits pride in workmanship	51	51	45	33	61	50	47	50	56	43
A16	Demonstrates initiative on the job	48	47	73	50	--	42	42	50	56	--
S4	Performing tasks requiring manual-perceptual skills	47	60	45	44	--	50	42	--	50	43
V13	Demonstrates that one is a responsible worker	46	51	64	39	44	46	--	70	39	43
V8	Values checking own work for thoroughness & accuracy	44	47	--	--	44	44	42	60	44	--
A10	Practices safety towards self and others	44	57	--	44	--	48	--	60	33	43
A6	Works independently when necessary	41	42	45	--	39	44	--	40	--	57
V3	Demonstrates integrity, tells the truth, keeps promises, pays debt	39	40	64	--	--	35	37	70	--	--
S6	Applying computational skills	39	40	64	33	--	35	47	--	33	71
S10	Budgeting time effectively	38	--	--	50	50	--	58	40	50	--
S14	Reading, writing & speaking effectively	38	35	64	--	50	--	58	70	39	57
A19	Uses time and energy efficiently	35	40	--	--	--	31	--	40	44	--
V15	Understands that one is paid relative to the value of work	32	37	--	--	--	31	--	40	44	--
V10	Willingly acquires additional training and education relevant to job function	30	--	73	--	39	--	47	--	33	--
S2	Using measurements, equivalents, ratios & proportions	--	35	--	--	--	31	--	--	--	--
S7	Planning, making or assembling job related items	--	37	--	--	--	--	--	--	33	--
S20	Maintaining accurate and appropriate records	--	--	45	--	--	--	--	--	33	--

*Numbers in tables represent the percent of a group of respondents selecting need area.

TABLE II

SUMMARY OF MOST IMPORTANT SKILLS, ATTITUDES, AND VALUES REPORTED BY VARIOUS RESPONDENT GROUPS

TABLE NO.		I	VIII	IX	X	XI	XIV	XV	XVI	XVII	XVI
CATEGORY		All Groups	Ind Prod	Office Re-lated	Ser-vice	Sales	1-25 Empl.	26-50 Empl.	51-100 Empl.	101-500 Empl.	501 Empl
	QUALITY										
V11	Is independent and self-reliant	--	--	45	--	--	--	--	--	--	--
S13	Adapting and adjusting to change, is flexible	--	--	--	39	39	--	53	--	39	--
S22	Instructing others in job related tasks	--	--	--	44	--	--	--	--	--	--
A22	Accepts all honest work as honorable and having worth and dignity	--	--	--	33	--	--	--	--	--	--
V9	Views all honest work as honorable, worthy, and dignified	--	--	--	33	--	--	--	--	--	43
S19	Organizing self and situations to accomplish tasks	--	--	--	--	--	--	--	--	--	43
A11	Reacts positively to constructive criticism	--	--	--	--	--	--	--	--	--	43
A20	Handles stress on the job	--	--	--	--	--	--	--	40	--	43
A3	Copes with authority exercised by others in constructive ways	--	--	--	--	--	--	--	40	--	--
V19	Strives for excellence and competence	--	--	--	--	39	--	--	--	--	--

*Numbers in tables represent the percent of a group of respondents selecting need area.

MOST DIFFICULT TO FIND SKILLS, ATTITUDES AND VALUES

The skills, attitudes and values respondents considered most difficult to find for newly graduated vocational program students given in rank order is provided in Table III. Looking at the results in Table III, a total of 10 skills, attitudes and values most difficult to find, were picked by over 10 percent of respondents. When compared with the previous table of SAV's considered most important, a much smaller list of SAV's considered most difficult to find was identified by respondents. The highest ranked SAV was demonstrates initiative on the job (22%). Of the 10 SAV's identified as most difficult to find, 4 were skills, 3 were attitudes, and 3 were values. Of the 10, only 2 were selected by over (20%) of the respondents. These were: demonstrates initiative on the job (22%); and exhibits positive work attitude, (21%).

A summary of the most difficult to find skills, attitudes and values reported by various respondent groups is not presented because of the low response rates for sub-groups.

TABLE III

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO TO FIND

(N=102)

RANK ORDER		QUALITY	# OF RESPOND.	% OF RESPOND.
1	A16	Demonstrates initiative on the job	22	22
2	A5	Exhibits positive work attitude	21	21
3.5	S12	Operating tools and equipment relevant to job	19	19
3.5	V5	Exhibits pride in workmanship	19	19
5	V13	Demonstrates that one is a responsible worker	17	17
6	V20	Regular in attendance	16	16
7	S14	Reading, writing and speaking effectively	15	15
8	S15	Understanding and following oral and written instructions	13	13
9	S6	Applying computational skills	11	11
10	A27	Is goal-oriented career rather than "job" oriented	10	10
11	V15	Understands that one is paid relative to the value of work	8	8
12.5	S10	Budgeting time effectively	7	7
12.5	A19	Uses time and energy efficiently	7	7
14.5	S23	Communicating effectively with clients and fellow workers	6	6
14.5	V22	Works hard	6	6
18.5	S19	Organizing self and situations to accomplish tasks	5	5
18.5	A2	Cooperates with fellow workers	5	5
18.5	A6	Works independently when necessary	5	5
18.5	A22	Accepts all honest work as honorable and having worth and dignity	5	5
18.5	V2	Values own worth and dignity	5	5
18.5	V11	Is independent and self reliant	5	5
27.5	S2	Using measurement, equivalents, ratios, and proportions	4	4
27.5	S4	Performing tasks requiring manual - perceptual skills	4	4
27.5	S5	Making appropriate "next-step" choices	4	4
27.5	S13	Adapting and adjusting to change, is flexible	4	4
27.5	A13	Copes with authority exercised by others in constructive ways	4	4
27.5	V3	Demonstrates integrity, tells the truth, keeps promises, pays debts	4	4
27.5	V8	Values checking own work for thoroughness and accuracy	4	4
27.5	V10	Willingly acquires additional training and education relevant to job function	4	4
27.5	V12	Uses ethical standards of conduct	4	4
27.5	V19	Strives for excellence and competence	4	4
27.5	V21	Is punctual, on time	4	4
37	A8	Understands and accepts the apprentice role	3	3
37	A9	Completes assignments on time	3	3
37	A11	Reacts positively to constructive criticism	3	3
37	V1	Maintains self-discipline	3	3
37	V16	Understands the interrelated role of management and labor	3	3

TABLE III

OVERALL OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=102)

RANK ORDER		QUALITY	# OF RESPOND.	% OF RESPOND.
37	V23	Is courteous and respectful to clients and fellow workers	3	3
37	V27	Shows company loyalty	3	3
48	S1	Developing and interpreting graphs, charts, and tables	2	2
48	S9	Applying concepts, principles and procedures to circumstances different from those in which learned	2	2
48	S16	Adjusting, repairing, maintaining job-related equipment	2	2
48	S22	Instucting others in job-related tasks	2	2
48	S25	Completes tasks; is patient	2	2
48	A	Adjusts behaviors to meet employers changing values and needs	2	2
48	A10	Practices safety towards self and others	2	2
48	A14	Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	2	2
48	A26	Shows respect for others' property	2	2
48	V4	Maintains good health, neatness, good grooming and fitness habits	2	2
48	V7	Respects an individual's rights and responsibilities for a self-determined life style	2	2
48	V9	Views all honest work as honorable, worthy and dignified	2	2
48	V24	Positive, outgoing behavior; enthusiasm	2	2
48	V25	Doesn't waste time	2	2
48	V26	Pays attention; listens	2	2
62.5	S3	Preparing reports and summaries	1	1
62.5	S7	Planning, making or assembling job-related items	1	1
62.5	S8	Developing and interpreting statistical data	1	1
62.5	S17	Relating basic procedure and principles to specific work areas	1	1
62.5	S20	Maintaining accurate and appropriate records	1	1
62.5	A7	Develops ideas to improve methods	1	1
62.5	A12	Assumes personal responsibility for the consequences of his/her choice	1	1
62.5	A17	Practices behaviors that contribute to job retention or advancement	1	1
62.5	A18	Copes with failure	1	1
62.5	A20	Handles stress on the job	1	1
62.5	A23	Willing to work overtime	1	1
62.5	A25	Is neat about work	1	1
62.5	V17	Recognises the differences between the satisfaction of something being earned and being given something	1	1
62.5	V18	Desires upward economic mobility	1	1

MOST COMMON SKILLS, ATTITUDES AND VALUES

The skills, attitudes and values respondents considered most commonly found in newly graduated vocational program students given in rank order is provided in Table IV. A total of 2 SAV's were selected by 10% or more of respondents.

TABLE IV

OVERALL

OCCUPATION RANK ORDER LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=102)

RANK ORDER		QUALITY	# OF RESPOND.	% OF RESPOND.
1	V18	Desires upward economic mobility	23	23
2	A2	Cooperates with fellow workers	11	11
3	V4	Maintains good health, neatness, good grooming and fitness habits	8	8
4.5	V3	Demonstrates integrity, tells the truth, keep promises, pays debts	6	6
4.5	V10	Willingly acquires additional training and education relevant to job function	6	6
6	A5	Exhibits positive work attitude	5	5
7.5	V2	Values own worth and dignity	3	3
7.5	V20	Regular in attendance	3	3
14	S4	Performing tasks requiring manual-perceptual skills	2	2
14	S12	Operating tools and equipment relevant to job	2	2
14	S15	Understanding and following oral and written directions	2	2
14	S23	Communicating effectively with clients and fellow workers	2	2
14	A3	Copes with authority exercised by others in constructive ways	2	2
14	A10	Practices safety towards self and others	2	2
14	A14	Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	2	2
14	A16	Demonstrates initiative on the job	2	2
14	A21	Understands the economic interrelationship between the employee's productivity and the employer's success, and vice versa	2	2
14	V5	Exhibits pride in workmanship	2	2
14	V12	Uses ethical standards of conduct	2	2
25.5	S6	Applying computational skills	1	1
25.5	S13	Adapting and adjusting to change, is flexible	1	1
25.5	S14	Reading, writing and speaking effectively	1	1
25.5	S19	Organizing self and situations to accomplish tasks	1	1
25.5	A11	Reacts positively to constructive criticism	1	1
25.5	A22	Accepts all honest work as honorable and having worth and dignity	1	1
25.5	A26	Shows respect for other's property	1	1
25.5	V8	Values checking own work for thoroughness and accuracy	1	1
25.5	V9	Views all honest work as honorable, worthy, and dignified	1	1
25.5	V21	Is punctual, on time	1	1
25.5	V23	Is courteous and respectful to clients and fellow workers	1	1
25.5	V24	Positive, outgoing behavior; enthusiasm	1	1

SIGNIFICANCE GIVEN TO GRADUATION, TRAINING, OR EXPERIENCE BY SUPERVISORS

Supervisors were asked which combination of a) high school experience; b) vocational-training or course work; and c) prior work experience they preferred in a job applicant. Respondents ranked combinations of these three attributes from one to eight. Results are given below:

STATEMENT	MEAN RANKING
H.S. Graduate with Vo-Tech training and some work experience.	1.32
H.S. Graduate with NO Vo-Tech. training and some work experience.	2.85
NO H.S. diploma with Vo-Tech training and some work experience.	3.64
H.S. Graduate with Vo-Tech training and NO work experience.	3.80
NO H.S. diploma with Vo-Tech training and NO work experience.	4.18
H.S. Graduate with NO Vo-Tech training and NO work experience.	5.24

NO H.S. diploma with NO Vo-Tech training and some work experience. 5.44

NO H.S. diploma with NO Vo-Tech training and NO work experience. 7.92

Obviously supervisors preferred graduates with a diploma, course training in vocational area and some work experience. Virtually all respondents ranked that combination of attributes as number one. By the same token, students without a diploma, specific vocational training and prior work experience were ranked last. The purpose of this analysis was to determine the relative distribution of these three attributes.

The second ranked combination called for high school graduation and some work experience with no specific course training. Following that in third place were students with Vo-Tech training and some work experience; but no diploma. In fourth place were students with a diploma and specific training but no work experience.

In summary, respondents generally preferred high school graduation as the most important of the three attributes regardless of prior experience or specific vocational training. Secondly, respondents preferred prior work experience over Vo-Tech training.

RECOMMENDATIONS MADE BY RESPONDENTS

Recommendations to the final question, "If you were a member of a local vocational school board, what recommendations would you make to help the school prepare for the decade of the eighties?" were tallied and placed in rank order as given below:

SCHOOLS SHOULD: (N = (102))	# RESP.	% RESP.
1. Make sure students are strong in basics: reading, writing, math, spelling, grammar and science	31	30
2. Increase work-study programs; co-operate with businesses; provide "real work" education	23	23
3. Require neatness in work, punctuality, regular attendance and good grooming	22	22
4. Teach "Getting Along at Work" (manners, dress attendance, flexibility, respect, understanding of management-labor relations, etc.)	21	21
5. Better career counseling - don't push college; do vocational aptitude testing; don't let students choose "nothing" or "worthless" classes.	21	21
6. Make students earn grades; use more discipline, require greater responsibility	18	18
7. Upgrade the status of Vo-Tech schools and trades education; including the "arts"	17	17
8. Teach computers and data processing	13	13
9. Motivate students with more "hands-on" experience; instill pride in workmanship and a desire for further education in field	12	12
10. Teach understanding of business - "starting at bottom" to succeed; jobs vs. career; goal-orientation	11	11
11. Send Vo-Tech teachers back to school; don't let them teach outside their field of knowledge	10	10

12. Upgrade programs and equipment; focus on needed trades	10	10
13. Insure adequate funding of trade schools	9	9
14. Have more "Career Day" activities, career courses, AV aids, tours of industries to observe "real work situations	9	9
15. Teach time and money management	9	9

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

The occupational projections supplied by respondents were not directly related to SAV's required for newly graduated vocational program students. Each respondent was asked to project - for the next 5 to 10 years - which job classifications were expected to increase or decrease in his/her company. The information provided in Table V - A, B and C gives us a summary of these occupational projections. Specific information concerning each of these occupations can be found in the tables placed in Appendix V. The results noted in Table V-A are as follows:

The five occupational clusters expecting the largest average numerical increase per company in the Passaic region are:

1. Mechanics/Repairers	186
2. Office	77
3. Service	62
4. Indust. Prod. & Related	38
5. Health	15

The five occupational clusters expecting the largest percentage increasse in the Passaic region are:

1. Health	750%
2. Service	129%
3. Perf.Arts/Design/Commun.	120%
4. Construction	60%
5. Scientific/Technical	57%

The two occupational clusters expecting both a high numerical increase and percentage increase are Service Occupations (specifically food and personal service workers) and Health Occupations (specifically medical technologists, technicians and assistants).

There were no occupational clusters expecting a decrease.

TABLE V-A
OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES
SUMMARY TABLE
OCCUPATIONAL CLUSTER RANK ORDER LISTS
BASED ON THE NUMBERICAL AND PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES

OCCUPATIONAL CLUSTER NAME	AVG. INCREASE OR DECREASE IN EMPLOYEES	÷	AVERAGE # OF EMPLOYEES PER COMPANY	=	% INCREASE OR DECREASE IN EMPLOYEES IN NEXT DECADE
Numerical Increase/Decrease					
Mechanics/Repairers	186		461		40%
Office	77		136		56%
Service	62		48		129%
Industrial Production/Related	38		140		27%
Health	15		2		750%
Sales	10		51		20%
Construction	9		15		60%
Scientific/Technical	8		14		57%
Performing Arts/Design/ Communication	6		5		120%
Transportation	4		12		33%
Percentage Increase/Decrease					
Health	15		2		750%
Service	62		48		129%
Performing Arts/Design/ Communication	6		5		120%
Construction	9		15		60%
Scientific/Technical	8		14		57%
Office	77		136		56%
Mechanics/Repairers	186		461		40%
Transportation	4		12		33%
Industrial Production/Related	38		140		27%
Sales	10		51		20%

The results noted in Table V-B are as follows:

The ten occupations expecting the largest average numerical increase per company in the Passaic region are:

1.	Telephone Craft Occupations	180
2.	Insurance Occupations	39
3.	Food Service Occupations	34
4.	Personal Service Occupations	26
5.	Other Industrial/Related Occupations	20
6.	Computer & Related Occupations	18
7.	Medical Technician & Asst. Occupations	15
8.	Banking Occupations	11
9.	Printing Occupations	10
10.	Sales Occupations	10

The results noted in Table V-C are as follows:

The ten occupations expecting the largest percentage increase in the Passic region are:

1.	Medical Technician & Asst. Occupations	750%
2.	Personal Service Occupations	200%
3.	Computer & Related Occupations	150%
4.	Other Scientific/Technical Occupations	125%
5.	Food Service Occupations	121%
6.	Design Occupations	120%
7.	Construction Occupations	60%
8.	Other Mechanics/Repairers Occupations	55%
9.	Telephone Craft Occupations	40%
10.	Machining Occupations	36%

Occupations expecting a large increase in both numbers and percentage of employees are:

1. Personal Service Occupations
2. Medical Technician/Assistant Occupations
3. Food Service Occupations
4. Computer/Related Occupations
5. Telephone Craft Occupations

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

SUMMARY TABLE

RANK ORDER LIST BASED ON THE NUMERICAL INCREASE OR DECREASE IN EMPLOYEES

RANK	OCCUPATION NAME	Average Inc. or Dec. in Employees	Average # of Employ. Per Company	% Increase or Decrease in Next Decade
1	Telephone Craft Occupations	180	450	+40
2	Insurance Occupations	39	152	+26
3	Food Service Occupations	34	18	+121
4	Personal Service Occupations	26	13	+200
5	Other Industrial/Related Occ.	20	86	+23
6	Computer Related Occupations	18	12	+150
7	Medical Tech/Asst. Occupations	15	2	+750
8	Banking Occupations	11	113	+10
9	Printing Occupations	10	32	+31
10	Sales Occupations	10	51	+20
11	Construction Occupations	9	15	+60
12	Machining Occupations	8	22	+36
14	Design Occupations	6	5	+120
14	Other Mechanics/Repairers Occ.	6	11	+55
15	Clerical Occupations	6	49	+12
16	Other Scientific/Technical Occupations	5	4	+125
17	Driving Occupations	4	12	+33
18	Administrative/Related Occ.	3	10	+30
19	Engineering Occupations	3	10	+30
20	Clearning/Related Occupations	2	17	+12

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

SUMMARY TABLE

RANK ORDER LIST BASED ON THE PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES

RANK	OCCUPATION NAME	Average Inc. or Dec. in Employees	Average # of Employ. Per Company	% Increase or Decrease in Next Decade
1	Medical Technologist, Technician and Assistant Occupations	15	2	+750
2	Personal Service Occupations	26	13	+200
3.	Computer/Related Occupations	18	12	+150
4	Other Scientific & Technical Occupations	5	4	+125
5	Food Service Occupations	34	18	+121
6	Design Occupations	6	5	+120
7	Construction Occupations	9	15	+60
8	Other Mechanics & Repairers Occupations	6	11	+55
9	Telephone Craft Occupations	180	450	+40
10	Machining Occupations	8	22	+36
11	Driving Occupations	4	12	+33
12	Printing Occupations	10	32	+31
14	Administrative & Related Occupations	3	10	+30
14	Engineering Occupations	3	10	+30
15	Insurance Occupations	39	152	+26
16	Other Industrial & Related Occupations	20	86	+23
17	Sales Occupations	10	51	+20
18	Cleaning & Related Occupations	2	17	+12
19	Clerical Occupations	6	49	+12
20	Banking Occupations	11	113	+10

It is important to note here that the projections presented in Table V were based on very limited data, derived from the sample population visited to complete the skills, attitudes and values survey. But this listing was unique in that it is represented occupations found within Passaic County. Therefore, these projections represent the county alone and do not include projections involving the New York or Newark areas, which would be true of Census Department job projections using variuos metropolitan regions as a base.

3. INTERPRETATION OF FINDINGS

In the problem section of this report questions were posed. In this section these questions are presented followed by conclusions drawn from the findings.

Q.: What were the perceptions of the skills, attitudes, and values considered most important by potential employers in the region?

A.: The five SAV's considered most important by supervisory respondents were:

1. Cooperates with fellow workers (attitude)
2. Exhibits positive work attitude (attitude)
3. Understands and follows oral and written instructions (skill)
4. Operating tools and equipment relevant to job (skill)
5. Communicating effectively with clients and fellow workers (skill)

Q.: How important were skills (especially basic skills) relative and attitudes?

A.: Respondents considered values and attitudes as critical. Of the top 20 SAV's, 7 were skills, 6 were attitudes, and 7 were values. Such attitudes as cooperating with fellow workers and exhibiting positive work attitude were considered as important if not more important than knowledge of specific skills. The major skills areas considered important included: understanding and following oral and written instructions; operating tools and equipment relevant to job; and communicating effectively with clients and fellow workers; near the top twenty list of most important SAV'S was reading, writing and speaking effectively.

Q.: Was the blend of SAV'S considered most important unique for each of the major occupational clusters?

A.: Yes! Some differences were noted for occupational clusters. Respondents in service and sales occupations reported many different SAV'S as most important for their fields. Smaller differences were noted for the other occupational clusters as well.

Q.: Were there distinctions in perception of SAV's considered most important based on the size of the company?

A.: Yes, but the differences were not quite as pronounced as for the occupational clusters. Many qualities, however, were ranked high by one group of respondents and ranked lower by another group.

Q.: What were the perceptions of the skills, attitudes, and values considered most difficult to find by potential employers in the region?

A.: The five SAV'S considered most difficult to find by supervisory respondents were:

1. Demonstrates initiative on the job (attitude)
2. Exhibits positive work attitude (value)
3. Operating tools and equipment relevant to job (skill)
4. Exhibits pride in workmanship (value)
5. Demonstrates that one is a responsible worker (value)

Q.: How difficult to find were skills (especially basic skills) relative to values and attitudes?

A.: Respondents considered values and attitudes as critically difficult to find. Of the top 10 SAV'S, 4 were skills, 3 were attitudes, and 3 were values.

Q.: What were the perceptions of the skills, attitudes, and values considered most common by potential employers in the region?

A.: The five SAV'S considered most common by supervisory respondents were:

1. Desires upward economic mobility (value).
2. Cooperates with fellow workers (attitude).
3. Maintains good health, neatness, good grooming and fitness habits (value)
4. Demonstrates integrity, tells the truth, keeps promises, pays debts (value)
5. Willingly acquires additional training and education relevent to job function (value)

Q.: How common were skills relative to attitudes and values?

A.: Respondents found a balance of common skills, attitudes, and values in vocational students. However, of the top 10 SAV'S, 2 were skills, 2 were attitudes, and 6 were values.

Q.: What was the relationship between SAV'S selected as most important and those selected as most difficult to find?

A.: Respondents generally selected similar SAV'S for the qualities judged most important and the qualities judged most difficult to find.

4. DISSEMINATION ACTIVITIES PLANNED AND/OR IMPLEMENTED

The following steps will be taken to disseminate the results of this study.

1. Copies of the final report will be provided to the vocational schools in Passaic County.

2. Copies of the final report will be provided to the County Career Education Coordinating Council.

3. Summary study results will be mailed to those business leaders who participated in the study and who expressed interest in receiving a copy.

4. A sound-slide study summary will be prepared and offered to schools as an introduction to the study results and as motivation to implement study results.

5. A copy of the final report will be sent to the Vocational Research Library at Ohio State University, Vocational Education Division.

6. Summary study results will be provided to vocational units throughout New Jersey.

5. STRATEGIES OR ACTIVITIES EMPLOYED TO ELIMINATE SEX BIAS AND SEX ROLE STEREOTYPING.

This study was carried out using approximately 10 different EIC-NW staff members of both sexes. Interviewers were both males and females. Potential clients were assigned to interviewers on a random basis.

C. SUMMARY

1. CONCLUSIONS

Vocational schools claim as their primary educational role, the development of students' academic and vocational skills, attitudes and values. These qualities enable students to obtain and hold jobs in the vocational arena. The primary aim of this survey was to determine if employers in the Passaic region of New Jersey felt that the qualities provided through vocational education programs were the ones regarded as most important for the decade of the eighties. Survey respondents listed the qualities (skill, attitudes and values) they regarded as most important; then they listed the qualities which were perceived to be most difficult to find and those most commonly found in vocational school graduates.

Those qualities considered both most important and most difficult to find could be viewed as qualities that need to be appended to or emphasized more in vocational school curricula of the eighties. At the same time, those qualities considered both most important and most common in vocational school graduates could be viewed as qualities that were already well provided by vocational schools.

There were many things respondents found that were well done by vocational schools and were evident in the qualities brought to the workplace by vocational school graduates. The following list identified those qualities considered both Most Important in job entrants and Most Commonly Found in job entrants:

* Cooperates with fellow workers
* Exhibits positive work attitude
* Operating tools and equipment relevant to the job
* Maintains good health, neatness, grooming and fitness habits
* Performing tasks requiring manual-perceptual skills

A number of other qualities were identified by respondents as those considered Most Important and Most Difficult to Find in new job entrants. These were the qualities that need development in the decade of of the eighties:

* Exhibits positive work attitude
* Understands and follows oral and written instructions
* Operating tools and equipment relevant to job
* Exhibits pride in workmanship
* Demonstrates initiative on the job
* Demonstrates that one is a responsible worker

There are duplications of "Most Important" qualities in both the "Most Commonly Found" and "Most Difficult to Find" lists. This occurs because a high number of certain size/type of companies found that their job applicants frequently possessed those qualities, while an equal number of other size/type companies found those qualities to be conspicuously lacking in new job applicants.

Summary Conclusions

1. As noted in the two lists, business and industry survey respondents reported that many of the same work skills, attitudes and values identified as most important were also identified as most difficult to find in vocational program job applicants. Some of the qualities regarded as most important were also regarded as most commonly found in vocational program job applicants.
2. Business and industry survey respondents identified more attitudes and values as most important and most difficult to find than skills. The mix of skills, attitudes and values identified by most respondents stressed the need to help students develop values and attitudes.
3. Survey respondents from specific occupational clusters reported many skills, attitudes and values that were high ranked for their occupations but were not as high ranked by respondents from other occupational clusters. Differences in the qualities desired of vocational school graduates were noted from occupation to occupation.
4. Survey respondents from companies of differing size also varied in their selection of high ranked skills, attitudes and values. Along with occupation type, company size was also a factor in the selection of skills, attitudes and values.

The study's results also highlighted two commonly held beliefs about vocational school needs. The first is that many of the jobs needed for the future are not presently being taught in vocational schools. Moreover, critics say vocational schools are now graduating students with skills they cannot use because jobs in those areas are not available.

This attitude was not typically held by the respondents of this survey. The more comon belief was that employers in the decade of the eighties will require job entrants to possess more of the high ranked attitudes and values as well as the basic skills of reading, writing and speaking. Some respondents identified

specific vocational programs needed. The programs identified were: classes in electronics, computer operations, programming, and data processing; and mechanics (diesel, hydraulic and pneumatic). Most respondents, however, made it quite clear to the interviewer that they wanted job applicants well grounded in basic skills and possessing the needed attitudes and values, and that they would then teach new employees how to handle specialized machines.

The second belief is that the vocational schools have old equipment that is out-of-date and that what is needed to ground students in vocational skills is new equipment.

Although this view was expressed by some respondents, it was not generally held by the business and industry supervisors interviewed. Much more interest was expressed by respondents, in stricter rules and regulations for students and in "no-nonsense" education. The two most commonly expressed pieces of advice given to vocational schools by respondents were:

1. Make sure students are strong in basics: reading, writing, math, spelling, grammar and science.
2. Increase work-study programs; cooperate with businesses; provide "real work" education

Finally, this researcher would like to highlight the major recommendations made by survey respondents. All comments (excluding the two just given which were ranked first and second) made by 10% or more of respondents are given below:

3. Require neatness in work, punctuality, regular attendance, and good grooming.

4. Teach "Getting Along At Work" (manners, dress, attendance, flexibility, respect, understanding of management-labor relations

5. Better career counseling - don't push college;' do vocational aptitude testing; don't let students choose "nothing" or "worthless" courses.

6. Make students <u>earn</u> grades; use more discipline, require greater responsibility.

7. Upgrade the status of Vo-Tech schools and trades education, including the "arts."

8. Teach computers and data processing.

9. Motivate students with more "hands-on" experience; instill pride in workmanship and a desire for further education in field.

10. Teach understanding of business - "starting at bottom" to succeed; job vs. career; goal-orientation.

11. Send Vo-Tech teachers back to school; don't let them teach outside their field of knowledge.

12. Upgrade programs and equipment; focus on <u>needed</u> trades.

RECOMMENDATIONS

The recommendation of this study is that the conclusions be examined by the vocational-technical schools of New Jersey. The conclusions should be used to examine present curricula content and methods with the view to revision or inclusion of key findings into vocational course offerings. The one striking comment made over and over again (off the record) by respondents was, "Will anybody really use the information we are providing?" There was a general disbelief in the business and industry community interviewed through this study that these results would be used to revise curricula or for any worthwhile purpose. Respondents often stated their concern that the educational bureaucracy and the committee system might bury the findings. Therefore, it is hoped that the study results will be used to better align vocational schools with the business and industry community.

APPENDIX I

CHAMBER OF COMMERCE SUPPORT LETTERS
SURVEY INSTRUMENT
OCCUPATIONAL CLASSIFICATION GUIDE

HUNTERDON COUNTY CHAMBER OF COMMERCE

One Main Street
P.O. Box 438, Flemington, N.J. 08822
201-782-5955

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North Hunterdon School District
Annandale

Kenneth Rosenthal

Richard Rowe

Ronald Subber
Ronald Subber Associates
Clinton

George Wiekard
New Jersey Telephone Company
Clinton

Dear HCCC Member:

On behalf of the Board of Directors, I am pleased to introduce the Educational Improvement Center of Northwest New Jersey. EIC-NW is cooperating with the Hunterdon County Career Coordinating Council in a timely project, the results of which will assure that vocational and technical school graduates will be fully qualified for the positions available within the business community.

Since an assessment of employer needs, both current and projected, is the cornerstone of this project, we are asking you to make a significant commitment. We are not talking about money, we are talking about time. An EIC-NW representative will require approximately an hour with a member of senior management, preferably yourself, and another hour or so with a line supervisor.

The accompanying material explains the program. The importance of your input cannot be overstated; I am certain we can count on your full cooperation.

Sincerely,

M. WILLIAM BENNER
President

MWB:rah

Somerset Valley
Chamber of Commerce
31 NORTH BRIDGE ST., SOMERVILLE, NEW JERSEY, 08876 201-725-1552

January 7, 1981

Dear Member and Friend:

The Chamber of Commerce stands behind any effort that attempts to improve upon the qualifications and skills of prospective employees coming into the job market.

The purpose of this letter is to introduce you to one such effort being conducted by the New Jersey State sponsored Educational Improvement Center of Northwest New Jersey (EIC-NW) in Morris Plains. Their territory includes the six Northwestern counties of Hunterdon, Morris, Passaic, Somerset, Sussex, and Warren.

EIC-NW is cooperating with the Somerset County Career Education Coordinating Council, which the Chamber serves on, in a program designed to bring the qualifications of graduates from the regional vocational and technical schools more in line with the requirements of employers in the area.

I earnestly hope that you give your wholehearted cooperation to this worthwhile program as further explained in the materials enclosed.

Sincerely,

W. Stuart Cameron

W. Stuart Cameron
Executive Vice President

WSC/bdp

OCCUPATIONAL PROJECTION
RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
in cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

I. PURPOSES:

1. To provide for vocational educators in Hunterdon and Sussex Counties curricular guidelines based upon the skills, attitudes and values specifically required by potential employers in their vicinity.

2. Further, to provide the vocational educators in Hunterdon and Sussex Counties with an index of those skills, attitudes and values which employers find most conspicuously lacking in current job applicants, as well as those most commonly viewed as strengths in applicants.

3. To provide Hunterdon and Sussex county vocational planners with an informal index of future job markets based upon the plans of the employers surveyed.

OCCUPATIONAL PROJECTION
RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
in cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

INTRODUCTION:

The purpose of this survey is to give the employer a chance to inform the vocational-technical faculties of Hunterdon and Sussex counties concerning skills, attitudes, and values which the employer will require of potential employees in the decade of the eighties. Specifically, we are concerned with those skills, attitudes, and values employers believe can and should be an essential and indispensable part of vocational-technical programs.

This survey is divided into two sections. The first section requests information regarding your company's present and planned status. The second section focuses on specific jobs (found in your company) and their requirements. For each job category, seperate skill, attitude, and value statements are required.

SECTION I

This section should be completed by an individual completely knowledgeable concerning the company.

RESPONDENT COMPLETING THE FORM

1. NAME _____
2. POSITION _____
3. NUMBER OF YEARS IN POSITION _____
4. NUMBER OF YEARS WITH ORGANIZATION _____

ORGANIZATION BACKGROUND

5. ORGANIZATION NAME _____
6. FOUNDING DATE _____
7. PRODUCT(S) OR SERVICE(S) _____

   _____

   _____

   _____

8. TYPE OF BUSINESS

   ☐ One Owner

   ☐ Partnership

   ☐ Company/Corporation

9. CLASSIFICATION

   ☐ Independent

   ☐ Branch/Division

   ☐ Subsidiary

10. Please check the appropriate box below. Indicate the total number of persons employed by your company. (Include supervisory, administrative, part and full time employees).

- ☐ 1 - 25
- ☐ 26 - 50
- ☐ 51 - 100
- ☐ 101 - 500
- ☐ 501 - Over 1,000

11. Please complete the chart below by indicating the present number and positions of your company's employees from president to maintenance staff. Begin with president, vice-president, salesmen, etc.

SPECIFIC JOB CAPACITIES (Production Officers, Sales, Etc.)	Number of Employees*

*Forty hours of part-time service equals one full-time position.

12. Do you anticipate any increases or decreases in your company's staff size in the next decade?

☐ Yes ☐ No

If yes, what is the estimated total number of employees by which you expect your company may increase or decrease?

Select one:

May Increase	May Decrease
☐ 1-5	☐ 1-5
☐ 6-25	☐ 6-25
☐ 26-50	☐ 26-50
☐ 51-100	☐ 51-100
☐ Over 100	☐ Over 100

13. Using the chart below, indicate those specific job categories in which the increase or decrease will probably occur. In addition, include any new job categories which are anticipated with their probable numbers. Use either columns two(2) or three (3) for each job category.

(1) JOB CATEGORY	(2) INCREASE	(3) DECREASE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

OCCUPATIONAL PROJECTION
RESEARCH PROJECT

Developed by -
Educational Improvement Center-Northwest
In cooperation with the
Hunterdon & Sussex County
Career Education Coordinating Council

SECTION II: SUPERVISOR'S REPORT

Items of this section should be completed by individuals who most closely supervise the performance of specific jobs within the organization.

Examples: foreman, manager, office manager, shop foreman, etc.

In this section we hope to determine the specific skills, values and attitudes considered most essential to successful employment in specific job categories by their respective supervisors.

A Section II form should be completed by a supervisor for each job category in your company. In small companies or businesses the number of Section II forms required will equal the number of supervisory personnel.

1. Name of Responding Supervisor _____

   Title _____

   Company Name _____

   Department or Job Category for Which Supervisor is Responsible

   _____

   Number of Workers under Supervision _____

2. Directions:

   1. In the space provided, please list twenty (20) qualities (skills, attitudes or values) which you consider important in employees performing the jobs under your supervision. List them in any order. (See next page)

   2. Please do not include qualities which, while undeniably assets, cannot be influenced by education (e.g. height, beauty, etc.)

MOST IMPORTANT SKILLS, ATTITUDES AND VALUES REQUIRED OF EMPLOYEES.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

3. In the space provided, please select and list, from among the twenty (20) important qualities you seek in prospective employees, the five (5) which you consider most important.

Most Important Skills, Values or Attitudes Required of Employees

1. _____

2. _____

3. _____

4. _____

5. _____

4. In the space provided, please select and list from among the twenty (20) important qualities you seek in prospective employees, the five (5) which you consider least important.

1. _____

2. _____

3. _____

4. _____

5. _____

5. Please list those desirable skills, attitudes and values which, in your experience, are <u>most difficult</u> to find in job applicants.

6. Please list the desirable skills, attitudes and values which seem <u>most common</u> among job applicants.

7. From the following, which job applicant would you prefer? Rank 1 to 8 with 1 most preferred.

( ) 1. H.S. Graduate with Vo-Tech training and no work experience.

( ) 2. H.S. Graduate with Vo-Tech training and some work experience.

( ) 3. H.S. Graduate with no Vo-Tech training and no work experience.

( ) 4. H.S. Graduate with no Vo-Tech training and some work experience.

( ) 5. No H.S. diploma with Vo-Tech training and no work experience.

( ) 6. No H.S. diploma with Vo-Tech training and some work experience.

( ) 7. No H.S. diploma with no Vo-Tech training and no work experience.

( ) 8. No H.S. diploma with no Vo-Tech training and some work experience

8. If you were a member of a local school board from a vocational school, what recommendations would you make to help the school prepare for the decade of the 'Eighties?

Please note your recommendation in the space below.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

THIS LIST IS SUGGESTIVE. YOU MAY ADD SKILLS, ATTITUDES, AND VALUES YOU CONSIDER IMPORTANT.

SKILLS

S1 - Developing, interpreting graphs, charts, and tables.

S2 - Using measurements, equivalents, ratios and proportions.

S3 - Preparing reports and correspondence.

S4 - Performing tasks requiring manual-perceptual skills.

S5 - Making appropriate "cost-saving" choices.

S6 - Applying computational skills.

S7 - Planning, making, or assembling job-related items.

S8 - Developing and interpreting statistical data.

S9 - Applying concepts, principles and procedures to circumstances different from those in which learned.

S10 - Budgeting time effectively.

S11 - Calculating and estimating quantitatively.

S12 - Operating tools and equipment relevant to job.

S13 - Adapting and adjusting to change, is flexible.

S14 - Writing and speaking effectively.

S15 - Understanding and following oral and written instructions.

S16 - Adjusting, repairing, maintaining job-related equipment.

S17 - Selecting basic procedures and principles to specific work areas.

S18 - Implementing, modifying plans on basis of feedback.

S19 - Organizing self and situations to accomplish tasks.

S20 - Maintaining accurate and appropriate records.

S21 - Anticipating needs of job and/or clients.

S22 - Instructing others in job-related tasks.

S23 - Communicating effectively with clients and fellow workers.

ATTITUDES

A1 - Appreciates individual differences

A2 - Cooperates with fellow workers.

A3 - Copes with authority exercised by others in constructive ways.

A4 - Adjusts behaviors to meet employers changing values and needs.

A5 - Exhibits positive work attitude.

A6 - Works independently when necessary.

A7 - Develops ways to change undesirable practices.

A8 - Understands and accepts the apprentice role.

A9 - Completes assignments on time.

A10 - Practices safety towards self, and others.

A11 - Reacts positively to constructive criticism.

A12 - Assumes personal responsibility for the consequences of his/her choices.

A13 - Both compromises and exercises influence in the achievement of group goals.

A14 - Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation.

A15 - Reacts positively to competitive situations, win or lose.

A16 - Demonstrates initiative on the job.

A17 - Practices behaviors that contribute to job retention or advancement.

A18 - Copes with failure.

A19 - Uses time and energy efficiently.

A20 - Handles stress on the job.

A21 - Understands the economic interrelationship between the employee's productivity and the employers success and vice versa.

A22 - Accepts all honest work as honorable and having worth and dignity.

VALUES

V1 - Maintains self-discipline.

V2 - Values own worth and dignity.

V3 - Demonstrates integrity, tells the truth, keeps promises, pays debts.

V4 - Maintains good health, grooming and fitness habits.

V5 - Exhibits pride in workmanship.

V6 - Manages personal income effectively.

V7 - Respects an individual's rights and responsibilities for a self-determined life-style.

V8 - Values checking own work for thoroughness and accuracy.

V9 - Views all honest work as honorable, worthy, and dignified.

V10 - Willingly acquires additional training and education relevant to job function.

V11 - Is independent and self-reliant.

V12 - Uses ethical standards of conduct.

V13 - Demonstrates that one is a responsible worker.

V14 - Has basic understanding and appreciation of the free enterprise system.

V15 - Understands that one is paid relative to the value of work.

V16 - Understands the interrelated role of management and labor.

V17 - Recognizes the difference between the satisfaction from having earned something from being given something.

V18 - Desires upward economic mobility.

V19 - Strives for excellence and competence.

13 OVERALL JOB CLASSIFICATIONS AND SUBCLASSIFICATIONS

INDUSTRIAL PRODUCTION AND RELATED OCCUPATIONS

Foundry occupations
_____ Patternmakers
_____ Molders
_____ Coremakers

Machining occupations
_____ All-round machinists
_____ Instrument makers (mechanical)
_____ Machine tool operators
_____ Setup workers (machine tools)
_____ Tool-and-die makers

Printing occupations
_____ Compositors
_____ Lithographers
_____ Photoengravers
_____ Electrotypers and sterotypers
_____ Printing press operators and assistants
_____ Bookbinders and bindery workers

Other industrial production and related occupations
_____ Assemblers
_____ Automobile painters
_____ Blacksmiths
_____ Blue-collar worker supervisors
_____ Boilermaking occupations
_____ Boiler tenders
_____ Electroplaters
_____ Forge shop occupations
_____ Inspectors (manufacturing)
_____ Millwrights
_____ Motion picture projectionists
_____ Ophthalmic laboratory technicians
_____ Photographic laboratory occupations
_____ Power truck operators
_____ Production painters
_____ Stationary engineers
_____ Wastewater treatment plant operators
_____ Welders

OFFICE OCCUPATIONS

Clerical occupations
_____ Bookkeeping workers
_____ Cashiers
_____ Collection workers
_____ File clerks
_____ Hotel front office clerks
_____ Office machine operators
_____ Postal clerks
_____ Receptionists
_____ Secretaries and stenographers
_____ Shipping and receiving clerks
_____ Statistical clerks
_____ Stock clerks
_____ Typists

Computer and related occupations
_____ Computer operating personnel
_____ Programmers
_____ Systems analysts

Banking occupations
_____ Bank clerks
_____ Bank officers and managers
_____ Bank tellers

Insurance occupations
_____ Actuaries
_____ Claim representatives
_____ Underwriters

Administrative and related occupations
_____ Accountants
_____ Buyers
_____ City managers
_____ College student personnel workers
_____ Credit managers
_____ Hotel managers and assistants
_____ Lawyers
_____ Marketing research workers
_____ Personnel and labor relations worke
_____ Purchasing agents
_____ Urban planners

SERVICE OCCUPATIONS

Cleaning and related occupations
_____ Building custodians
_____ Hotel housekeepers and assistants
_____ Pest controllers

Food service occupations
_____ Bartenders
_____ Cooks and chefs
_____ Dining room attendants and dishwashers
_____ Food counter workers
_____ Meatcutters
_____ Waiters and waitresses

Personal service occupations
_____ Barbers
_____ Bellhops and bell captains
_____ Cosmetologists
_____ Funeral directors and embalmers

Private household service occupations
_____ Private household workers

Protective and related service occupations
_____ Correction officers
_____ FBI special agents
_____ Firefighters
_____ Guards
_____ Police officers
_____ State police officers
_____ Construction inspectors (Government)
_____ Health and regulatory inspectors (Government)
_____ Occupational safety and health workers

Other Service occupations
_____ Mail carriers
_____ Telephone operators

EDUCATION AND RELATED OCCUPATIONS

Teaching occupations
_____ Kindergarten and elementary school teachers
_____ Secondary school teachers
_____ College and university faculty
_____ Teacher aides

Library occupations
_____ Librarians
_____ Library technicians and assistants

SALES OCCUPATIONS

_____ Automobile parts counter workers
_____ Automobile sales workers
_____ Automobile service advisors
_____ Gasoline service station attendants
_____ Insurange agents and brokers
_____ Manufacturers' sales workers
_____ Models
_____ Real estate agents and brokers
_____ Retail trade sales workers
_____ Route drivers
_____ Securities sales workers
_____ Travel agents
_____ Wholesale trade sales workers

CONSTRUCTION OCCUPATIONS

_____ Bricklayers, stonemasons, and marble setters
_____ Carpenters
_____ Cement masons and terrazzo workers
_____ Construction laborers
_____ Drywall installers and finishers
_____ Electricians (construction)
_____ Elevator constructors
_____ Floor covering installers
_____ Glaziers
_____ Insulation workers
_____ Ironworkers
_____ Lathers
_____ Operating engineers (construction machingery operators)
_____ Painters and paperhangers
_____ Plasterers
_____ Plumbers and pipefitters
_____ Roofers
_____ Sheet-metal workers
_____ Tilesetters

OCCUPATIONS IN TRANSPORTATION ACTIVITIES

Air transportation occupations
____ Air traffic controllers
____ Airplane mechanics
____ Airplane pilots
____ Flight attendants
____ Reservation and passenger agents

Merchant marine occupations
____ Merchant marine officers
____ Merchant marine sailors

Railroad occupations
____ Brake operators
____ Conductors
____ Locomotive engineers
____ Shop trades
____ Signal department workers
____ Station agents
____ Telegraphers, telephoners, and tower operators
____ Track workers

Driving occupations
____ Intercity busdrivers
____ Local transit busdrivers
____ Local truckdrivers
____ Local-distance truckdrivers
____ Parking attendants
____ Taxicab drivers

SCIENTIFIC AND TECHNICAL OCCUPATIONS

Conservation occupations
____ Foresters
____ Forestry technicians
____ Range managers
____ Soil conservationists

Engineers
____ Aerospace
____ Agricultural
____ Biomedical
____ Ceramic
____ Chemical
____ Civil
____ Electrical
____ Industrial
____ Mechanical
____ Metallurgical
____ Mining
____ Petroleum

Environmental scientists
____ Geologists
____ Geophysicists
____ Meterologists
____ Oceanographers

Life science occupations
____ Biochemists
____ Life scientists
____ Soil scientists

Mathematics occupations
____ Mathematicians
____ Statisticians

Physical scientists
____ Astronomers
____ Chemists
____ Physicists

Other scientific and technical occupations
____ Broadcast technicians
____ Drafters
____ Engineering and science technicians
____ Food technologists
____ Surveyors and surveying technicians

MECHANICS AND REPAIRERS

Telephone craft occupations
____ Central office craft occupations
____ Central office equipment installers
____ Line installers and cable splicers
____ Telephone and PBX installers and repairers

Other mechanics and repairers
____ Air-conditioning, refrigeration, and heating mechanics
____ Appliance repairers
____ Automobile body repairers
____ Automobile mechanics
____ Boat-engine mechanics
____ Bowling-pin-machine machanics
____ Business machine repairers
____ Computer service technicians
____ Electric sign repairers

_____ Farm equipment mechanics
_____ Furniture upholsterers
_____ Industrial machinery repairers
_____ Jewelers
_____ Locksmiths
_____ Maintenance electricians
_____ Motorcycle mechanics
_____ Piano and organ tuners and repairers
_____ Shoe repairers
_____ Television and radio service technicians
_____ Truck mechanics and bus mechanics
_____ Vending machine mechanics
_____ Watch repairers

HEALTH OCCUPATIONS

Dental occupations
_____ Dentists
_____ Dental assistants
_____ Dental hygienists
_____ Dental laboratory technicians

Medical practitioners
_____ Chiropractors
_____ Optometrists
_____ Osteopathic physicians
_____ Physicians
_____ Podiatrists
_____ Veterinarians

Medical technologist, technician, and assistant occupations
_____ Electrocardiograph technicians
_____ Electroenecephalographic technologists and technicians
_____ Emergency medical technicians
_____ Medical laboratory workers
_____ Medical record technicians and clerks
_____ Operating room technicians
_____ Optometric assistants
_____ Radiologic (X-ray) technologists
_____ Respiratory therapy workers

Nursing occupations
_____ Registered nurses
_____ Licensed practical nurses
_____ Nursing aides, orderlies, and attendants

Therapy and rehabilitation occupations
_____ Occupational therapists
_____ Occupational therapy assistants
_____ Physical therapists
_____ Physical therapist assistants and aides
_____ Speech pathologists and audiologists

Other health occupations
_____ Dietitians
_____ Dispensing opticians
_____ Health services administrators
_____ Medical record administrators
_____ Pharmacists

SOCIAL SCIENTISTS

_____ Anthropologists
_____ Economists
_____ Geographers
_____ Historians
_____ Political scientists
_____ Psychologists
_____ Sociologists

SOCIAL SERVICE OCCUPATIONS

Counseling occupations
_____ School counselors
_____ Employment counselors
_____ Rehabilitation counselors
_____ College career planning and placement counselors

Clergy
_____ Protestant ministers
_____ Rabbis
_____ Roman Catholic priests

Other social service occupations
_____ Cooperative extension service workers
_____ Homemaker-home health aides
_____ Social service aides
_____ Social workers

PERFORMING ARTS, DESIGN, AND COMMUNICATIONS OCCUPATIONS

Performing artists
_____ Actors and actresses

_____ Dancers
_____ Musicians
_____ Singers

Design occupations
_____ Architects
_____ Display workers
_____ Floral designers
_____ Industrial designers
_____ Interior designers
_____ Landscape architects
_____ Photographers

Communications occupations
_____ Newspaper reporters
_____ Public relations workers
_____ Radio and television announcers
_____ Technical writers

APPENDIX II

MOST IMPORTANT

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	10	25
S2-Using measurements, equivalents, ratios and proportions.	14	35
S3-Preparing reports and summaries	4	10
S4-Performing tasks requiring manual-perceptual skills.	24	60
S5-Making appropriate "next-step" choices	5	12
S6-Applying computational skills	16	40
S7-Planning, making, or assembling job-related items	15	37
S8-Developing and interpreting statistical data	1	2
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	9	22
S10-Budgeting time effectively	11	27
S11-Calculating and estimating quantitatively	2	4
S12-Operating tools and equipment relevant to job	31	77
S13-Adapting and adjusting to change, is flexible	11	27
S14-Reading, writing and speaking effectively	14	35
S15-Understanding and following oral and written instructions	28	70
S16-Adjusting, repairing, maintaining job-related equipment	6	15
S17-Relating basic procedures and principles to specific work areas	6	15

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	2	5
S19-Organizing self and situations to accomplish tasks	9	22
S20-Maintaining accurate and appropriate records	7	17
S21-Anticipating needs of job and/or clients	3	7
S22-Instructing others in job-related rasks.	4	10
S23-Communicating effectively with clients and fellow workers	15	37
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences	2	5
A2-Cooperates with fellow workers	28	70
A3-Copes with authority exercised by others in constructive ways	12	30
A4-Adjusts behaviors to meet employers changing values and needs	4	10
A5-Exhibits positive work attitude	29	72
A6-Works independently when necessary	17	42
A7-Develops ideas to improve methods	3	7
A8-Understands and accepts the apprentice role	4	10
A9-Completes assignments on time	8	20

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	23	57
A11-Reacts positively to constructive criticism	9	22
A12-Assumes personal responsibility for the consequences of his/her choices	11	27
A13-Both compromises and exercises influence in the achievement of group goals	2	5
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	5	12
A15-Reacts positively to competitive situations, win or lose	1	2
A16-Demonstrates initiative on the job	19	47
A17-Practices behaviors that contribute to job retention or advancement	2	4
A18-Copes with failure	1	2
A19-Uses time and energy efficiently	16	40
A20-Handles stress on the job	10	25
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	11	27
A22-Accepts all honest work as honorable and having worth and dignity	5	12
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property	1	2

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	1	2
V1-Maintains self-discipline	6	15
V2-Values own worth and dignity	10	25
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	16	40
V4-Maintains good health, neatness, good grooming, and fitness habits	15	37
V5-Exhibits pride in workmanship	21	51
V6-Manages personal income effectively	2	4
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	2
V8-Values checking own work for thoroughness and accuracy	19	47
V9-Views all honest work as honorable, worthy, and dignified	5	12
V10-Willingly acquires additional training and education relevant to job function	8	20
V11-Is independent and self-reliant	8	20
V12-Uses ethical standards of conduct	5	12
V13-Demonstrates that one is a responsible worker	21	51

TABLE VI

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	4	10
V15-Understands that one is paid relative to the value of work	15	37
V16-Understands the interrelated role of management and labor	4	10
V17-Recognizes the difference between the satisfaction from having earned something from being given something	6	15
V18-Desires upward economic mobility	2	4
V19-Strives for excellence and competence	9	22
V20-Regular in attendance	10	25
V21-Is punctual	3	7
V22-Works hard	2	4
V23-Is courteous and respectiful to clients and fellow workers	1	2
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	1	19
S2-Using measurements, equivalents, ratios and proportions.	2	18
S3-Preparing reports and summaries	4	36
S4-Performing tasks requiring manual-perceptual skills.	5	45
S5-Making appropriate "next-step" choices	1	9
S6-Applying computational skills	7	64
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data	1	9
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	9
S10-Budgeting time effectively	3	27
S11-Calculating and estimating quantitatively	3	27
S12-Operating tools and equipment relevant to job	5	45
S13-Adapting and adjusting to change, is flexible	3	27
S14-Reading, writing and speaking effectively	7	64
S15-Understanding and following oral and written instructions	6	54
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas	2	18

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	1	9
S19-Organizing self and situations to accomplish tasks	2	18
S20-Maintaining accurate and appropriate records	5	45
S21-Anticipating needs of job and/or clients	4	36
S22-Instructing others in job-related rasks.	2	18
S23-Communicating effectively with clients and fellow workers	10	91
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	7	64
A3-Copes with authority exercised by others in constructive ways	3	27
A4-Adjusts behaviors to meet employers changing values and needs	3	27
A5-Exhibits positive work attitude	5	45
A6-Works independently when necessary	5	45
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role	1	9
A9-Completes assignments on time	3	27

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	2	18
A11-Reacts positively to constructive criticism	3	27
A12-Assumes personal responsibility for the consequences of his/her choices	3	27
A13-Both compromises and exercises influence in the achievement of group goals	1	9
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	9
A15-Reacts positively to competitive situations, win or lose	2	18
A16-Demonstrates initiative on the job	8	73
A17-Practices behaviors that contribute to job retention or advancement	1	9
A18-Copes with failure		
A19-Uses time and energy efficiently	4	36
A20-Handles stress on the job	3	27
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	27
A22-Accepts all honest work as honorable and having worth and dignity	3	27
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work	1	9
A26-Shows respect for others' property		

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline	1	9
V2-Values own worth and dignity	2	18
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	7	64
V4-Maintains good health, neatness, good grooming, and fitness habits	8	73
V5-Exhibits pride in workmanship	5	45
V6-Manages personal income effectively	1	9
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	9
V8-Values checking own work for thoroughness and accuracy	4	36
V9-Views all honest work as honorable, worthy, and dignified	1	9
V10-Willingly acquires additional training and education relevant to job function	8	73
V11-Is independent and self-reliant	5	45
V12-Uses ethical standards of conduct	3	27
V13-Demonstrates that one is a responsible worker	7	64

TABLE VII

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	2	18
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	3	27
V19-Strives for excellence and competence	2	18
V20-Regular in attendance	2	18
V21-Is punctual	1	9
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers	3	27
V24-Positive, outgoing behavior; enthusiasm	1	9
V25-Doesn't waste time		
V26-Pays attention, listens	1	9
V27-Shows company loyalty		

TABLE VIII

SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	1	5
S2-Using measurements, equivalents, ratios and proportions.	4	22
S3-Preparing reports and summaries	2	11
S4-Performing tasks requiring manual-perceptual skills.	8	44
S5-Making appropriate "next-step" choices	4	22
S6-Applying computational skills	6	33
S7-Planning, making, or assembling job-related items	3	17
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	2	11
S10-Budgeting time effectively	9	50
S11-Calculating and estimating quantitatively	1	5
S12-Operating tools and equipment relevant to job	9	50
S13-Adapting and adjusting to change, is flexible	7	39
S14-Reading, writing and speaking effectively	4	22
S15-Understanding and following oral and written instructions	11	61
S16-Adjusting, repairing, maintaining job-related equipment	5	28
S17-Relating basic procedures and principles to specific work areas	1	5

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	4	22
S19-Organizing self and situations to accomplish tasks	4	22
S20-Maintaining accurate and appropriate records	2	11
S21-Anticipating needs of job and/or clients	4	22
S22-Instructing others in job-related rasks.	8	44
S23-Communicating effectively with clients and fellow workers	4	22
S24-Meets quality standards		
S25-Completes tasks; is patient	1	5
S26-Uses imagination		
S27-Asks questions	1	5
S28-Knowing metrics		
A1-Appreciates individual differences	1	5
A2-Cooperates with fellow workers	9	50
A3-Copes with authority exercised by others in constructive ways	5	28
A4-Adjusts behaviors to meet employers changing values and needs	1	5
A5-Exhibits positive work attitude	10	55
A6-Works independently when necessary	5	28
A7-Develops ideas to improve methods	1	5
A8-Understands and accepts the apprentice role	5	28
A9-Completes assignments on time	2	11

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	8	44
A11-Reacts positively to constructive criticism	3	17
A12-Assumes personal responsibility for the consequences of his/her choices	3	17
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	2	11
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	9	50
A17-Practices behaviors that contribute to job retention or advancement	2	11
A18-Copes with failure	2	11
A19-Uses time and energy efficiently	5	28
A20-Handles stress on the job	1	5
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	17
A22-Accepts all honest work as honorable and having worth and dignity	6	33
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work	2	11
A26-Shows respect for others' property		

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline	4	22
V2-Values own worth and dignity	1	5
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	5	28
V4-Maintains good health, neatness, good grooming, and fitness habits	13	72
V5-Exhibits pride in workmanship	6	33
V6-Manages personal income effectively	1	5
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	5
V8-Values checking own work for thoroughness and accuracy	4	22
V9-Views all honest work as honorable, worthy, and dignified	6	33
V10-Willingly acquires additional training and education relevant to job function	5	28
V11-Is independent and self-reliant	2	11
V12-Uses ethical standards of conduct	2	11
V13-Demonstrates that one is a responsible worker	7	39

TABLE VIII
SERVICE OCCUPATIONS

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	5	28
V16-Understands the interrelated role of management and labor	1	5
V17-Recognizes the difference between the satisfaction from having earned something from being given something	3	17
V18-Desires upward economic mobility		
V19-Strives for excellence and competence	2	11
V20-Regular in attendance	5	28
V21-Is punctual	4	22
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers	5	28
V24-Positive, outgoing behavior; enthusiasm	1	5
V25-Doesn't waste time	1	5
V26-Pays attention, listens	2	11
V27-Shows company loyalty	1	5

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.	4	22
S3-Preparing reports and summaries	2	11
S4-Performing tasks requiring manual-perceptual skills.	6	33
S5-Making appropriate "next-step" choices	2	11
S6-Applying computational skills	5	28
S7-Planning, making, or assembling job-related items	5	28
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	4	22
S10-Budgeting time effectively	9	50
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	7	39
S13-Adapting and adjusting to change, is flexible	7	39
S14-Reading, writing and speaking effectively	9	50
S15-Understanding and following oral and written instructions	6	33
S16-Adjusting, repairing, maintaining job-related equipment	3	17
S17-Relating basic procedures and principles to specific work areas	5	28

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	5	28
S20-Maintaining accurate and appropriate records	2	11
S21-Anticipating needs of job and/or clients	6	33
S22-Instructing others in job-related rasks.		
S23-Communicating effectively with clients and fellow workers	10	55
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences	2	11
A2-Cooperates with fellow workers	11	61
A3-Copes with authority exercised by others in constructive ways	4	22
A4-Adjusts behaviors to meet employers changing values and needs	3	17
A5-Exhibits positive work attitude	11	61
A6-Works independently when necessary	7	39
A7-Develops ideas to improve methods	1	5
A8-Understands and accepts the apprentice role	2	11
A9-Completes assignments on time	6	33

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	5	28
A11-Reacts positively to constructive criticism	5	28
A12-Assumes personal responsibility for the consequences of his/her choices	2	11
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	5
A15-Reacts positively to competitive situations, win or lose	2	11
A16-Demonstrates initiative on the job	6	33
A17-Practices behaviors that contribute to job retention or advancement	4	22
A18-Copes with failure		
A19-Uses time and energy efficiently	5	28
A20-Handles stress on the job	6	33
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	2	11
A22-Accepts all honest work as honorable and having worth and dignity	6	33
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	2	11
V1-Maintains self-discipline	2	11
V2-Values own worth and dignity	1	5
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	6	33
V4-Maintains good health, neatness, good grooming, and fitness habits	11	61
V5-Exhibits pride in workmanship	11	61
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	5
V8-Values checking own work for thoroughness and accuracy	8	44
V9-Views all honest work as honorable, worthy, and dignified	3	17
V10-Willingly acquires additional training and education relevant to job function	7	39
V11-Is independent and self-reliant	1	5
V12-Uses ethical standards of conduct	3	17
V13-Demonstrates that one is a responsible worker	8	44

TABLE IX

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST IMPORTANT

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	5
V15-Understands that one is paid relative to the value of work	3	17
V16-Understands the interrelated role of management and labor	1	5
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	5
V18-Desires upward economic mobility	4	22
V19-Strives for excellence and competence	7	39
V20-Regular in attendance	4	22
V21-Is punctual	1	5
V22-Works hard	1	5
V23-Is courteous and respectful to clients and fellow workers	2	11
V24-Positive, outgoing behavior; enthusiasm	3	17
V25-Doesn't waste time	1	5
V26-Pays attention, listens	1	5
V27-Shows company loyalty		

TABLE X

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT

(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	6	13
S2-Using measurements, equivalents, ratios and proportions.	15	31
S3-Preparing reports and summaries	1	2
S4-Performing tasks requiring manual-perceptual skills.	24	50
S5-Making appropriate "next-step" choices	6	13
S6-Applying computational skills	17	35
S7-Planning, making, or assembling job-related items	11	23
S8-Developing and interpreting statistical data	1	2
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	8	17
S10-Budgeting time effectively	12	25
S11-Calculating and estimating quantitatively	2	4
S12-Operating tools and equipment relevant to job	32	67
S13-Adapting and adjusting to change, is flexible	8	17
S14-Reading, writing and speaking effectively	9	19
S15-Understanding and following oral and written instructions	28	50
S16-Adjusting, repairing, maintaining job-related equipment	7	15
S17-Relating basic procedures and principles to specific work areas	8	17

TABLE X

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT

(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	1	2
S19-Organizing self and situations to accomplish tasks	13	27
S20-Maintaining accurate and appropriate records	4	8
S21-Anticipating needs of job and/or clients	8	17
S22-Instructing others in job-related tasks.	4	8
S23-Communicating effectively with clients and fellow workers	22	46
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions	1	2
S28-Knowing metrics		
A1-Appreciates individual differences	3	6
A2-Cooperates with fellow workers	22	46
A3-Copes with authority exercised by others in constructive ways	14	29
A4-Adjusts behaviors to meet employers changing values and needs	8	17
A5-Exhibits positive work attitude	31	65
A6-Works independently when necessary	21	44
A7-Develops ideas to improve methods	1	2
A8-Understands and accepts the apprentice role	9	19
A9-Completes assignments on time	13	27

TABLE X

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT

(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	23	48
A11-Reacts positively to constructive criticism	9	19
A12-Assumes personal responsibility for the consequences of his/her choices	12	25
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	2
A15-Reacts positively to competitive situations, win or lose	3	6
A16-Demonstrates initiative on the job	20	42
A17-Practices behaviors that contribute to job retention or advancement	5	10
A18-Copes with failure	4	8
A19-Uses time and energy efficiently	15	31
A20-Handles stress on the job	8	17
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	13	27
A22-Accepts all honest work as honorable and having worth and dignity	12	25
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work	2	4
A26-Shows respect for others' property	1	2

TABLE X

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT

(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	1	2
V1-Maintains self-discipline	6	12
V2-Values own worth and dignity	8	17
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	17	35
V4-Maintains good health, neatness, good grooming, and fitness habits	20	42
V5-Exhibits pride in workmanship	24	50
V6-Manages personal income effectively	1	2
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	3	6
V8-Values checking own work for thoroughness and accuracy	21	44
V9-Views all honest work as honorable, worthy, and dignified	7	15
V10-Willingly acquires additional training and education relevant to job function	11	23
V11-Is independent and self-reliant	8	17
V12-Uses ethical standards of conduct	8	17
V13-Demonstrates that one is a responsible worker	22	46

TABLE X
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST IMPORTANT
(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	1	2
V15-Understands that one is paid relative to the value of work	19	40
V16-Understands the interrelated role of management and labor	2	4
V17-Recognizes the difference between the satisfaction from having earned something from being given something	5	10
V18-Desires upward economic mobility	2	4
V19-Strives for excellence and competence	11	23
V20-Regular in attendance	11	23
V21-Is punctual	5	10
V22-Works hard	2	4
V23-Is courteous and respectful to clients and fellow workers	8	17
V24-Positive, outgoing behavior; enthusiasm	1	2
V25-Doesn't waste time		
V26-Pays attention, listens	2	4
V27-Shows company loyalty		

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	4	21
S2-Using measurements, equivalents, ratios and proportions.	4	21
S3-Preparing reports and summaries	6	32
S4-Performing tasks requiring manual-perceptual skills.	8	42
S5-Making appropriate "next-step" choices	7	37
S6-Applying computational skills	9	47
S7-Planning, making, or assembling job-related items	5	26
S8-Developing and interpreting statistical data	2	11
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	4	21
S10-Budgeting time effectively	11	58
S11-Calculating and estimating quantitatively	2	11
S12-Operating tools and equipment relevant to job	11	58
S13-Adapting and adjusting to change, is flexible	10	53
S14-Reading, writing and speaking effectively	11	58
S15-Understanding and following oral and written instructions	7	37
S16-Adjusting, repairing, maintaining job-related equipment	6	32
S17-Relating basic procedures and principles to specific work areas	4	21

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	2	11
S19-Organizing self and situations to accomplish tasks	7	37
S20-Maintaining accurate and appropriate records	5	26
S21-Anticipating needs of job and/or clients	7	37
S22-Instructing others in job-related tasks.	3	16
S23-Communicating effectively with clients and fellow workers	11	58
S24-Meets quality standards		
S25-Completes tasks; is patient	1	5
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences	3	16
A2-Cooperates with fellow workers	13	68
A3-Copes with authority exercised by others in constructive ways	3	16
A4-Adjusts behaviors to meet employers changing values and needs	1	5
A5-Exhibits positive work attitude	11	58
A6-Works independently when necessary	7	37
A7-Develops ideas to improve methods	1	5
A8-Understands and accepts the apprentice role	1	5
A9-Completes assignments on time	4	21

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	6	32
A11-Reacts positively to constructive criticism	4	21
A12-Assumes personal responsibility for the consequences of his/her choices	4	21
A13-Both compromises and exercises influence in the achievement of group goals	1	5
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	3	16
A15-Reacts positively to competitive situations, win or lose	1	5
A16-Demonstrates initiative on the job	8	42
A17-Practices behaviors that contribute to job retention or advancement	3	16
A18-Copes with failure		
A19-Uses time and energy efficiently	7	37
A20-Handles stress on the job	2	11
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	3	16
A22-Accepts all honest work as honorable and having worth and dignity	4	21
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work	2	11
A26-Shows respect for others' property		

TABLE XI
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline	2	11
V2-Values own worth and dignity	3	16
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	9	47
V4-Maintains good health, neatness, good grooming, and fitness habits	14	74
V5-Exhibits pride in workmanship	9	47
V6-Manages personal income effectively	1	5
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	5
V8-Values checking own work for thoroughness and accuracy	8	42
V9-Views all honest work as honorable, worthy, and dignified	2	11
V10-Willingly acquires additional training and education relevant to job function	9	47
V11-Is independent and self-reliant	5	26
V12-Uses ethical standards of conduct	3	16
V13-Demonstrates that one is a responsible worker	7	37

TABLE XI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST IMPORTANT

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	2	11
V15-Understands that one is paid relative to the value of work	5	26
V16-Understands the interrelated role of management and labor	2	11
V17-Recognizes the difference between the satisfaction from having earned something from being given something	3	16
V18-Desires upward economic mobility	2	11
V19-Strives for excellence and competence	5	26
V20-Regular in attendance	3	16
V21-Is punctual	2	11
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers	3	16
V24-Positive, outgoing behavior; enthusiasm	1	5
V25-Doesn't waste time		
V26-Pays attention, listens	1	5
V27-Shows company loyalty	1	5

TABLE XII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT
(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.	1	10
S3-Preparing reports and summaries	1	10
S4-Performing tasks requiring manual-perceptual skills.	3	30
S5-Making appropriate "next-step" choices	1	10
S6-Applying computational skills	2	20
S7-Planning, making, or assembling job-related items	1	10
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	10
S10-Budgeting time effectively	4	40
S11-Calculating and estimating quantitatively	1	10
S12-Operating tools and equipment relevant to job	6	60
S13-Adapting and adjusting to change, is flexible	2	20
S14-Reading, writing and speaking effectively	7	70
S15-Understanding and following oral and written instructions	7	70
S16-Adjusting, repairing, maintaining job-related equipment	1	10
S17-Relating basic procedures and principles to specific work areas	1	10

TABLE XII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback	1	10
S19-Organizing self and situations to accomplish tasks	2	20
S20-Maintaining accurate and appropriate records	2	20
S21-Anticipating needs of job and/or clients	1	10
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers	6	60
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	8	80
A3-Copes with authority exercised by others in constructive ways	4	40
A4-Adjusts behaviors to meet employers changing values and needs	1	10
A5-Exhibits positive work attitude	5	50
A6-Works independently when necessary	4	40
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role	1	10
A9-Completes assignments on time	3	30

TABLE XII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	6	60
A11-Reacts positively to constructive criticism	3	30
A12-Assumes personal responsibility for the consequences of his/her choices	1	10
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	2	20
A15-Reacts positively to competitive situations, win or lose	1	10
A16-Demonstrates initiative on the job	5	50
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently	4	40
A20-Handles stress on the job	4	40
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	10
A22-Accepts all honest work as honorable and having worth and dignity	3	30
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline	3	30
V2-Values own worth and dignity	2	20
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	7	70
V4-Maintains good health, neatness, good grooming, and fitness habits	5	50
V5-Exhibits pride in workmanship	5	50
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy	6	60
V9-Views all honest work as honorable, worthy, and dignified	3	30
V10-Willingly acquires additional training and education relevant to job function	2	20
V11-Is independent and self-reliant	3	30
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker	7	70

TABLE XII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST IMPORTANT

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	3	30
V16-Understands the interrelated role of management and labor	1	10
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	10
V18-Desires upward economic mobility		
V19-Strives for excellence and competence	3	30
V20-Regular in attendance	3	30
V21-Is punctual	1	10
V22-Works hard	1	10
V23-Is courteous and respectful to clients and fellow workers	1	10
V24-Positive, outgoing behavior; enthusiasm	1	10
V25-Doesn't waste time	1	10
V26-Pays attention, listens	1	10
V27-Shows company loyalty		

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	2	11
S2-Using measurements, equivalents, ratios and proportions.	5	28
S3-Preparing reports and summaries	3	17
S4-Performing tasks requiring manual-perceptual skills.	9	50
S5-Making appropriate "next-step" choices	2	11
S6-Applying computational skills	6	33
S7-Planning, making, or assembling job-related items	6	33
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	5	28
S10-Budgeting time effectively	9	50
S11-Calculating and estimating quantitatively	1	6
S12-Operating tools and equipment relevant to job	6	33
S13-Adapting and adjusting to change, is flexible	7	39
S14-Reading, writing and speaking effectively	7	39
S15-Understanding and following oral and written instructions	15	83
S16-Adjusting, repairing, maintaining job-related equipment	1	6
S17-Relating basic procedures and principles to specific work areas	3	17

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	4	22
S20-Maintaining accurate and appropriate records	6	33
S21-Anticipating needs of job and/or clients	4	22
S22-Instructing others in job-related rasks.	2	11
S23-Communicating effectively with clients and fellow workers	9	50
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences	1	6
A2-Cooperates with fellow workers	14	78
A3-Copes with authority exercised by others in constructive ways	4	22
A4-Adjusts behaviors to meet employers changing values and needs	4	22
A5-Exhibits positive work attitude	11	61
A6-Works independently when necessary	5	28
A7-Develops ideas to improve methods	3	17
A8-Understands and accepts the apprentice role	1	6
A9-Completes assignments on time	3	17

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	6	33
A11-Reacts positively to constructive criticism	4	22
A12-Assumes personal responsibility for the consequences of his/her choices	5	28
A13-Both compromises and exercises influence in the achievement of group goals	2	11
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	4	22
A15-Reacts positively to competitive situations, win or lose	2	11
A16-Demonstrates initiative on the job	10	56
A17-Practices behaviors that contribute to job retention or advancement	2	11
A18-Copes with failure		
A19-Uses time and energy efficiently	8	44
A20-Handles stress on the job	5	28
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	4	22
A22-Accepts all honest work as honorable and having worth and dignity	2	11
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	2	11
V1-Maintains self-discipline	4	22
V2-Values own worth and dignity	5	28
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	5	28
V4-Maintains good health, neatness, good grooming, and fitness habits	11	61
V5-Exhibits pride in workmanship	10	56
V6-Manages personal income effectively	2	11
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	6
V8-Values checking own work for thoroughness and accuracy	8	44
V9-Views all honest work as honorable, worthy, and dignified	3	17
V10-Willingly acquires additional training and education relevant to job function	6	33
V11-Is independent and self-reliant	2	11
V12-Uses ethical standards of conduct	5	28
V13-Demonstrates that one is a responsible worker	7	39

TABLE XIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST IMPORTANT

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system	2	11
V15-Understands that one is paid relative to the value of work	2	11
V16-Understands the interrelated role of management and labor	4	22
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	6
V18-Desires upward economic mobility	3	17
V19-Strives for excellence and competence		
V20-Regular in attendance	4	22
V21-Is punctual	2	11
V22-Works hard	1	6
V23-Is courteous and respectful to clients and fellow workers	2	11
V24-Positive, outgoing behavior; enthusiasm	2	11
V25-Doesn't waste time	1	6
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XIV
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT
(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	1	14
S2-Using measurements, equivalents, ratios and proportions.	2	29
S3-Preparing reports and summaries	2	29
S4-Performing tasks requiring manual-perceptual skills.	3	43
S5-Making appropriate "next-step" choices	2	29
S6-Applying computational skills	5	71
S7-Planning, making, or assembling job-related items	1	14
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively	2	29
S11-Calculating and estimating quantitatively	1	14
S12-Operating tools and equipment relevant to job	5	71
S13-Adapting and adjusting to change, is flexible	2	29
S14-Reading, writing and speaking effectively	4	57
S15-Understanding and following oral and written instructions	4	57
S16-Adjusting, repairing, maintaining job-related equipment	2	29
S17-Relating basic procedures and principles to specific work areas	1	14

TABLE XIV

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	3	43
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers	5	71
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	6	86
A3-Copes with authority exercised by others in constructive ways	2	29
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	5	71
A6-Works independently when necessary	4	57
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role	2	29
A9-Completes assignments on time	2	29

TABLE XIV

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	3	43
A11-Reacts positively to constructive criticism	3	43
A12-Assumes personal responsibility for the consequences of his/her choices	1	14
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	14
A15-Reacts positively to competitive situations, win or lose	1	14
A16-Demonstrates initiative on the job	5	71
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently	1	14
A20-Handles stress on the job	3	43
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	14
A22-Accepts all honest work as honorable and having worth and dignity	2	29
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XIV

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	1	14
V1-Maintains self-discipline	1	14
V2-Values own worth and dignity	1	14
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	14
V4-Maintains good health, neatness, good grooming, and fitness habits	3	43
V5-Exhibits pride in workmanship	3	43
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	14
V8-Values checking own work for thoroughness and accuracy	1	14
V9-Views all honest work as honorable, worthy, and dignified	3	43
V10-Willingly acquires additional training and education relevant to job function	2	29
V11-Is independent and self-reliant	2	29
V12-Uses ethical standards of conduct	2	29
V13-Demonstrates that one is a responsible worker	3	43

TABLE XIV

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST IMPORTANT

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	2	29
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	14
V18-Desires upward economic mobility	2	29
V19-Strives for excellence and competence	1	14
V20-Regular in attendance	2	29
V21-Is punctual	1	14
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time	1	14
V26-Pays attention, listens		
V27-Shows company loyalty		

APPENDIX III

MOST DIFFICULT TO FIND

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	1	3
S2-Using measurements, equivalents, ratios and proportions.	4	10
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.	3	8
S5-Making appropriate "next-step" choices	2	5
S6-Applying computational skills	6	15
S7-Planning, making, or assembling job-related items	1	3
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	1	3
S10-Budgeting time effectively	2	5
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	10	40
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively	5	13
S15-Understanding and following oral and written instructions	8	20
S16-Adjusting, repairing, maintaining job-related equipment	1	3
S17-Relating basic procedures and principles to specific work areas	1	3

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	1	3
S20-Maintaining accurate and appropriate records	1	3
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.	1	3
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient	1	3
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	1	3
A3-Copes with authority exercised by others in constructive ways	1	3
A4-Adjusts behaviors to meet employers changing values and needs	1	3
A5-Exhibits positive work attitude	11	28
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	1	3
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices	2	5
A13-Both compromises and exercises influence in the achievement of group goals	4	10
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	3
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	8	20
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently	3	8
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity	2	5
A23-Willing to work overtime		
A24-Open and candid; not temperamental	1	3
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity	4	10
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	3	8
V4-Maintains good health, neatness, good grooming, and fitness habits	1	3
V5-Exhibits pride in workmanship	6	15
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	1	3
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker	8	20

TABLE XV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	4	10
V16-Understands the interrelated role of management and labor	1	3
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	3
V18-Desires upward economic mobility	1	3
V19-Strives for excellence and competence	2	5
V20-Regular in attendance	7	18
V21-Is punctual	2	5
V22-Works hard	3	8
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm	1	3
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty	1	3

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries	1	9
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices	1	9
S6-Applying computational skills	1	9
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively	1	9
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	2	18
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively	7	64
S15-Understanding and following oral and written instructions	2	18
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers	2	18
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	1	9
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	1	9
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism	1	9
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	2	18
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity	1	9
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	1	9
V1-Maintains self-discipline		
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits		
V5-Exhibits pride in workmanship	1	9
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function		
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker	1	9

TABLE XVI

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	2	18
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility		
V19-Strives for excellence and competence		
V20-Regular in attendance	2	18
V21-Is punctual	1	9
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills	2	11
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	2	11
S13-Adapting and adjusting to change, is flexible	3	17
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions	1	6
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	1	6
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.	1	6
S23-Communicating effectively with clients and fellow workers	2	11
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers		
A3-Copes with authority exercised by others in constructive ways	2	11
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	3	17
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role	1	6
A9-Completes assignments on time		

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism	1	6
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals	1	6
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	6
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	3	17
A17-Practices behaviors that contribute to job retention or advancement	1	6
A18-Copes with failure		
A19-Uses time and energy efficiently	1	6
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity	1	6
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	3	17
V1-Maintains self-discipline		
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits	1	6
V5-Exhibits pride in workmanship	2	11
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	6
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified	1	6
V10-Willingly acquires additional training and education relevant to job function		
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct	1	6
V13-Demonstrates that one is a responsible worker	3	17

TABLE XVII

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	1	6
V16-Understands the interrelated role of management and labor	1	6
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility		
V19-Strives for excellence and competence		
V20-Regular in attendance	5	28
V21-Is punctual	1	6
V22-Works hard	1	6
V23-Is courteous and respectiful to clients and fellow workers	1	6
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XVIII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.	1	6
S5-Making appropriate "next-step" choices		
S6-Applying computational skills	2	11
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively	2	11
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job		
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively	2	11
S15-Understanding and following oral and written instructions	1	6
S16-Adjusting, repairing, maintaining job-related equipment	1	6
S17-Relating basic procedures and principles to specific work areas		

TABLE XVIII
SALES OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	2	11
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related rasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient	1	6
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	2	11
A3-Copes with authority exercised by others in constructive ways	1	6
A4-Adjusts behaviors to meet employers changing values and needs	1	6
A5-Exhibits positive work attitude	3	17
A6-Works independently when necessary	1	6
A7-Develops ideas to improve methods	1	6
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XVIII
SALES OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND
(N=18)

QUALITY	# OF RESPOND.	Z OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism	1	6
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	6	33
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure	1	6
A19-Uses time and energy efficiently	2	11
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity	1	6
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XVIII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	3	17
V1-Maintains self-discipline	1	6
V2-Values own worth and dignity	1	6
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	6
V4-Maintains good health, neatness, good grooming, and fitness habits		
V5-Exhibits pride in workmanship	6	33
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	6
V8-Values checking own work for thoroughness and accuracy	2	11
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	3	17
V11-Is independent and self-reliant	1	6
V12-Uses ethical standards of conduct	1	6
V13-Demonstrates that one is a responsible worker	3	17

TABLE XVIII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	1	6
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility		
V19-Strives for excellence and competence		
V20-Regular in attendance	1	6
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectiful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm	1	6
V25-Doesn't waste time		
V26-Pays attention, listens	1	6
V27-Shows company loyalty	1	6

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.	2	4
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries	3	6
S4-Performing tasks requiring manual-perceptual skills.	1	2
S5-Making appropriate "next-step" choices	1	2
S6-Applying computational skills	3	6
S7-Planning, making, or assembling job-related items	1	2
S8-Developing and interpreting statistical data	1	2
S9-Applying concepts, principles and procedures to circumstances different from those in which learned	2	4
S10-Budgeting time effectively	2	4
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	9	18
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively	2	4
S15-Understanding and following oral and written instructions	6	12
S16-Adjusting, repairing, maintaining job-related equipment	1	2
S17-Relating basic procedures and principles to specific work areas		

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND (N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	2	4
S20-Maintaining accurate and appropriate records	1	2
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.	1	2
S23-Communicating effectively with clients and fellow workers	3	6
S24-Meets quality standards		
S25-Completes tasks; is patient	1	2
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	1	2
A3-Copes with authority exercised by others in constructive ways	3	6
A4-Adjusts behaviors to meet employers changing values and needs	1	2
A5-Exhibits positive work attitude	8	16
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role	1	2
A9-Completes assignments on time	2	4

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices	1	2
A13-Both compromises and exercises influence in the achievement of group goals	1	2
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	2
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	9	18
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently	3	6
A20-Handles stress on the job	1	2
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity	3	6
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property	1	2

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND (N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	3	6
V1-Maintains self-discipline		
V2-Values own worth and dignity	2	4
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits	2	4
V5-Exhibits pride in workmanship	5	10
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	2
V8-Values checking own work for thoroughness and accuracy	1	2
V9-Views all honest work as honorable, worthy, and dignified	1	2
V10-Willingly acquires additional training and education relevant to job function	1	2
V11-Is independent and self-reliant	2	4
V12-Uses ethical standards of conduct	1	2
V13-Demonstrates that one is a responsible worker	8	16

TABLE XIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST DIFFICULT TO FIND (N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	2	4
V16-Understands the interrelated role of management and labor	3	6
V17-Recognizes the difference between the satisfaction from having earned something from being given something	1	2
V18-Desires upward economic mobility	1	2
V19-Strives for excellence and competence	3	6
V20-Regular in attendance	7	14
V21-Is punctual	2	2
V22-Works hard	4	8
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time	2	4
V26-Pays attention, listens		
V27-Shows company loyalty	2	4

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.	1	5
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.	2	10
S5-Making appropriate "next-step" choices	1	5
S6-Applying computational skills	3	15
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	2	10
S13-Adapting and adjusting to change, is flexible	1	5
S14-Reading, writing and speaking effectively	5	25
S15-Understanding and following oral and written instructions	3	15
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.	1	5
S23-Communicating effectively with clients and fellow workers	1	5
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	2	10
A3-Copes with authority exercised by others in constructive ways	1	5
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	4	20
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	2	10
A11-Reacts positively to constructive criticism	1	5
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals	1	5
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	6	30
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently	1	5
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity	1	5
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work	1	5
A26-Shows respect for others' property		

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND (N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	2	10
V1-Maintains self-discipline	2	10
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits		
V5-Exhibits pride in workmanship		
V6-Manages personal income effectively	6	30
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy	1	5
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	1	5
V11-Is independent and self-reliant	1	5
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker	2	10

TABLE XX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility		
V19-Strives for excellence and competence		
V20-Regular in attendance		
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers	2	10
V24-Positive, outgoing behavior; enthusiasm	1	5
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty	1	5

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills	1	10
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively	1	10
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	1	10
S13-Adapting and adjusting to change, is flexible	2	20
S14-Reading, writing and speaking effectively	1	10
S15-Understanding and following oral and written instructions	1	10
S16-Adjusting, repairing, maintaining job-related equipment	1	10
S17-Relating basic procedures and principles to specific work areas	1	10

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	2	20
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers		
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	4	40
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	2	20
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure	1	10
A19-Uses time and energy efficiently	2	20
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity	1	10
A23-Willing to work overtime	1	10
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property	1	10

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	2	20
V1-Maintains self-discipline		
V2-Values own worth and dignity	1	10
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	10
V4-Maintains good health, neatness, good grooming, and fitness habits		
V5-Exhibits pride in workmanship	3	30
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified	1	10
V10-Willingly acquires additional training and education relevant to job function		
V11-Is independent and self-reliant	1	10
V12-Uses ethical standards of conduct	1	10
V13-Demonstrates that one is a responsible worker		

TABLE XXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	2	20
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility		
V19-Strives for excellence and competence	1	10
V20-Regular in attendance	3	30
V21-Is punctual		
V22-Works hard	2	20
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens	1	10
V27-Shows company loyalty		

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.	1	6
S5-Making appropriate "next-step" choices	1	6
S6-Applying computational skills	4	22
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively	2	11
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	4	22
S13-Adapting and adjusting to change, is flexible	1	6
S14-Reading, writing and speaking effectively	4	22
S15-Understanding and following oral and written instructions	2	11
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	1	6
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers	1	6
S24-Meets quality standards		
S25-Completes tasks; is patient	1	6
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	2	11
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs	1	6
A5-Exhibits positive work attitude	3	17
A6-Works independently when necessary	1	6
A7-Develops ideas to improve methods	1	6
A8-Understands and accepts the apprentice role	1	6
A9-Completes assignments on time	1	6

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND (N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	2	11
V1-Maintains self-discipline		
V2-Values own worth and dignity	1	6
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	3	17
V4-Maintains good health, neatness, good grooming, and fitness habits		
V5-Exhibits pride in workmanship	3	17
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle	1	6
V8-Values checking own work for thoroughness and accuracy	2	11
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	2	11
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct	2	11
V13-Demonstrates that one is a responsible worker	6	33

TABLE XXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work	4	22
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility		
V19-Strives for excellence and competence		
V20-Regular in attendance	5	28
V21-Is punctual	1	6
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm	1	6
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries	1	14
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices	1	14
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively	2	29
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	3	43
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively	3	43
S15-Understanding and following oral and written instructions	1	14
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related rasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics	1	14
A1-Appreciates individual differences	1	14
A2-Cooperates with fellow workers	1	14
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	1	14
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals	1	14
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	1	14
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented	1	14
V1-Maintains self-discipline	1	14
V2-Values own worth and dignity	1	14
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits		
V5-Exhibits pride in workmanship	1	14
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function		
V11-Is independent and self-reliant	1	14
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker	1	14

TABLE XXIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH OVER 500 EMPLOYEES AS MOST DIFFICULT TO FIND

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility		
V19-Strives for excellence and competence		
V20-Regular in attendance	1	14
V21-Is punctual	1	14
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers	1	14
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens	1	14
V27-Shows company loyalty		

APPENDIX IV

MOST COMMON

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.	2	5
S5-Making appropriate "next steps" choices		
S6-Applying computational skills	1	3
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	1	3
S13-Adapting and adjusting to change, is flexible	1	3
S14-Reading, writing and speaking effectively	1	3
S15-Understanding and following oral and written instructions		
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON (N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related rasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	2	5
A3-Copes with authority exercised by others in constructive ways	1	3
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	2	5
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	1	3
A11-Reacts positively to constructive criticism	1	3
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	2	5
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	1	3
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	4	10
V4-Maintains good health, neatness, good grooming, and fitness habits	4	10
V5-Exhibits pride in workmanship		
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified	1	3
V10-Willingly acquires additional training and education relevant to job function	1	3
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct	1	3
V13-Demonstrates that one is a responsible worker		

TABLE XXIV

INDUSTRIAL PRODUCTION AND RELATED OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=40)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	9	23
V19-Strives for excellence and competence		
V20-Regular in attendance	1	3
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	1	9
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions		
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	1	9
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	1	9
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	1	9
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XXV
OFFICE OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON
(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits	2	18
V5-Exhibits pride in workmanship		
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy	1	9
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	2	18
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct	1	9
V13-Demonstrates that one is a responsible worker		

TABLE XXV

OFFICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=11)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	1	9
V19-Strives for excellence and competence		
V20-Regular in attendance		
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers	1	9
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job		
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions		
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers	1	6
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	1	6
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude		
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job		
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	6
A22-Accepts all honest work as honorable and having worth and dignity	1	6
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity	2	11
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	6
V4-Maintains good health, neatness, good grooming, and fitness habits	2	11
V5-Exhibits pride in workmanship	1	6
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	2	11
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker		

TABLE XXVI

SERVICE OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	6	33
V19-Strives for excellence and competence		
V20-Regular in attendance	1	6
V21-Is punctual	1	6
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job		
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions	2	11
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

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TABLE XXVII
SALES OCCUPATION
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON
(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related rasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	3	17
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	1	6
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	1	6
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job		
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	1	6
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property	1	6

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits		
V5-Exhibits pride in workmanship	1	6
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	1	6
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker		

TABLE XXVII

SALES OCCUPATION

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	4	22
V19-Strives for excellence and competence		
V20-Regular in attendance		
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm	1	6
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	1	2
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions	1	2
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks	1	2
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related rasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	4	8
A3-Copes with authority exercised by others in constructive ways	1	2
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude		
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	1	2
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation	1	2
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job		
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XXVIII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON

(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity	1	2
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	4
V4-Maintains good health, neatness, good grooming, and fitness habits	1	2
V5-Exhibits pride in workmanship		
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy	1	2
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	1	2
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker		

TABLE XXVIII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 1-25 EMPLOYEES AS MOST COMMON
(N=48)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	12	25
V19-Strives for excellence and competence		
V20-Regular in attendance	2	4
V21-Is punctual	1	2
V22-Works hard		
V23-Is courteous and respectiful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON

(N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.	1	5
S5-Making appropriate "next-step" choices		
S6-Applying computational skills	1	5
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job	1	5
S13-Adapting and adjusting to change, is flexible	1	5
S14-Reading, writing and speaking effectively	1	5
S15-Understanding and following oral and written instructions		
S16-Adjusting, repairing, maintaining, job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers	1	5
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	2	10
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	1	5
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism	1	5
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job		
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

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TABLE XXIX
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON
(N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity	1	5
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	2	10
V4-Maintains good health, neatness, good grooming, and fitness habits	1	5
V5-Exhibits pride in workmanship	1	5
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function	1	5
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker		

TABLE XXIX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 26-50 EMPLOYEES AS MOST COMMON

(N=19)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	4	20
V19-Strives for excellence and competence		
V20-Regular in attendance	1	5
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job		
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions	1	10
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers	1	10
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	2	20
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude		
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others	1	10
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job	1	10
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property	1	10

TABLE XXX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON

(N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	10
V4-Maintains good health, neatness, good grooming, and fitness habits	1	10
V5-Exhibits pride in workmanship	1	10
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function		
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker		

TABLE XXX

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 51-100 EMPLOYEES AS MOST COMMON (N=10)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	1	10
V19-Strives for excellence and competence		
V20-Regular in attendance		
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm	1	10
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.	1	6
S5-Making appropriate "next-step" choices		
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job		
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions		
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	2	11
A3-Copes with authority exercised by others in constructive ways	1	6
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude		
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job		
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa	2	11
A22-Accepts all honest work as honorable and having worth and dignity	1	6
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XXXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON (N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity	1	6
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts		
V4-Maintains good health, neatness, good grooming, and fitness habits	2	11
V5-Exhibits pride in workmanship		
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified	1	6
V10-Willingly acquires additional training and education relevant to job function	4	22
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct		
V13-Demonstrates that one is a responsible worker		

TABLE XXXI

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 101-500 EMPLOYEES AS MOST COMMON

(N=18)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	3	17
V19-Strives for excellence and competence		
V20-Regular in attendance		
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers	1	6
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
S1-Developing, interpreting graphs, charts, and tables.		
S2-Using measurements, equivalents, ratios and proportions.		
S3-Preparing reports and summaries		
S4-Performing tasks requiring manual-perceptual skills.		
S5-Making appropriate "next-step" choices		
S6-Applying computational skills		
S7-Planning, making, or assembling job-related items		
S8-Developing and interpreting statistical data		
S9-Applying concepts, principles and procedures to circumstances different from those in which learned		
S10-Budgeting time effectively		
S11-Calculating and estimating quantitatively		
S12-Operating tools and equipment relevant to job		
S13-Adapting and adjusting to change, is flexible		
S14-Reading, writing and speaking effectively		
S15-Understanding and following oral and written instructions		
S16-Adjusting, repairing, maintaining job-related equipment		
S17-Relating basic procedures and principles to specific work areas		

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
S18-Implementing, modifying plans as basis of feedback		
S19-Organizing self and situations to accomplish tasks		
S20-Maintaining accurate and appropriate records		
S21-Anticipating needs of job and/or clients		
S22-Instructing others in job-related tasks.		
S23-Communicating effectively with clients and fellow workers		
S24-Meets quality standards		
S25-Completes tasks; is patient		
S26-Uses imagination		
S27-Asks questions		
S28-Knowing metrics		
A1-Appreciates individual differences		
A2-Cooperates with fellow workers	1	14
A3-Copes with authority exercised by others in constructive ways		
A4-Adjusts behaviors to meet employers changing values and needs		
A5-Exhibits positive work attitude	2	29
A6-Works independently when necessary		
A7-Develops ideas to improve methods		
A8-Understands and accepts the apprentice role		
A9-Completes assignments on time		

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
A10-Practices safety towards self, and others		
A11-Reacts positively to constructive criticism		
A12-Assumes personal responsibility for the consequences of his/her choices		
A13-Both compromises and exercises influence in the achievement of group goals		
A14-Copes with varying expectations from supervisors so that he/she may satisfactorily perform in a given work situation		
A15-Reacts positively to competitive situations, win or lose		
A16-Demonstrates initiative on the job		
A17-Practices behaviors that contribute to job retention or advancement		
A18-Copes with failure		
A19-Uses time and energy efficiently		
A20-Handles stress on the job		
A21-Understands the economic inter-relationship between the employee's productivity and the employers success and vice versa		
A22-Accepts all honest work as honorable and having worth and dignity		
A23-Willing to work overtime		
A24-Open and candid; not temperamental		
A25-Is neat about work		
A26-Shows respect for others' property		

TABLE XXXII

LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON

(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
A27-Is goal-oriented career rather than "job" oriented		
V1-Maintains self-discipline		
V2-Values own worth and dignity		
V3-Demonstrates integrity, tells the truth, keeps promises, pays debts	1	14
V4-Maintains good health, neatness, good grooming, and fitness habits	3	43
V5-Exhibits pride in workmanship		
V6-Manages personal income effectively		
V7-Respects an individual's rights and responsibilities for a self-determined lifestyle		
V8-Values checking own work for thoroughness and accuracy		
V9-Views all honest work as honorable, worthy, and dignified		
V10-Willingly acquires additional training and education relevant to job function		
V11-Is independent and self-reliant		
V12-Uses ethical standards of conduct	2	30
V13-Demonstrates that one is a responsible worker		

TABLE XXXII
LIST OF SKILLS, ATTITUDES AND VALUES SELECTED BY
COMPANIES WITH 501+ EMPLOYEES AS MOST COMMON
(N=7)

QUALITY	# OF RESPOND.	% OF RESPOND.
V14-Has basic understanding and appreciation of the free enterprise system		
V15-Understands that one is paid relative to the value of work		
V16-Understands the interrelated role of management and labor		
V17-Recognizes the difference between the satisfaction from having earned something from being given something		
V18-Desires upward economic mobility	3	43
V19-Strives for excellence and competence		
V20-Regular in attendance		
V21-Is punctual		
V22-Works hard		
V23-Is courteous and respectful to clients and fellow workers		
V24-Positive, outgoing behavior; enthusiasm		
V25-Doesn't waste time		
V26-Pays attention, listens		
V27-Shows company loyalty		

APPENDIX V

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

TABLE XXXIII

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Machining Occupations (02)

BACKGROUND DATA:

* Number of companies reporting this occupation = 21
* Number of employees presently employed in this occupation = 461
* Average number of employees per company = 22

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	2
Increase of 6 to 25 employees	4
Increase of 1 to 5 employees	9
NO CHANGE	6
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +8

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +37%

TABLE XXXIV

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Printing Occupations (03)

BACKGROUND DATA:

* Number of companies reporting this occupation = 4

* Number of employees presently employed in this occupation = 126

* Average number of employees per company = 32

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	1
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	
NO CHANGE	3
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +10

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +31%

TABLE XXXV

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Industrial Production and Related Occupations (04)

BACKGROUND DATA:

* Number of companies reporting this occupation = 35

* Number of employees presently employed in this occupation = 3004

* Average number of employees per company = 86

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	2
Increase of 51 to 100 employees	2
Increase of 26 to 50 employees	5
Increase of 6 to 25 employees	8
Increase of 1 to 5 employees	8
NO CHANGE	8
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	1
Decrease of 26 to 50 employees	1
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +20

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +23%

TABLE XXXVI

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Clerical Occupations (05)

BACKGROUND DATA:

* Number of companies reporting this occupation = 60
* Number of employees presently employed in this occupation = 2914
* Average number of employees per company = 49

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	2
Increase of 6 to 25 employees	4
Increase of 1 to 5 employees	19
NO CHANGE	30
Decrease of 1 to 5 employees	2
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	1
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +6

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +12%

TABLE XXXVII

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Computer and Related Occupations (06)

BACKGROUND DATA:

* Number of companies reporting this occupation = 7
* Number of employees presently employed in this occupation = 85
* Average number of employees per company = 12

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	2
Increase of 6 to 25 employees	3
Increase of 1 to 5 employees	2
NO CHANGE	-
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +18

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +150%

TABLE XXXVIII

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Banking Occupations (07)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 340
* Average number of employees per company = 113

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	1
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +11

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +10%

TABLE XXXIX

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Insurance Occupations (08)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 456
* Average number of employees per company = 152

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	2
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +39

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +26%

TABLE XL

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Administrative and Related Occupations (09)

BACKGROUND DATA:

* Number of companies reporting this occupation = 54
* Number of employees presently employed in this occupation = 538
* Average number of employees per company = 10

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	1
Increase of 26 to 50 employees	1
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	7
NO CHANGE	44
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +3

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +30%

TABLE XLI

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Cleaning and Related Occupations (10)

BACKGROUND DATA:

* Number of companies reporting this occupation = 4

* Number of employees presently employed in this occupation = 67

* Average number of employees per company = 17

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	3
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +2

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +12%

225

TABLE XLII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Food Service Occupations (11)

BACKGROUND DATA:

* Number of companies reporting this occupation = 13

* Number of employees presently employed in this occupation = 361

* Average number of employees per company = 28

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	3
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	5
NO CHANGE	3
Decrease of 1 to 5 employees	1
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +34

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +121%

TABLE XLIII

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Personal Service Occupations (12)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3
* Number of employees presently employed in this occupation = 39
* Average number of employees per company = 13

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	2
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	1
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +26

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +200%

TABLE XLIV

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Sales Occupations (18)

BACKGROUND DATA:

* Number of companies reporting this occupation = 46

* Number of employees presently employed in this occupation = 2324

* Average number of employees per company = 51

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	3
Increase of 6 to 25 employees	5
Increase of 1 to 5 employees	10
NO CHANGE	27
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +10

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +20%

220

TABLE XLV

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Construction Occupations (19)

BACKGROUND DATA:

* Number of companies reporting this occupation = 2

* Number of employees presently employed in this occupation = 30

* Average number of employees per company = 15

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	1
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +9

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +60%

TABLE XLVI

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Driving Occupations (23)

BACKGROUND DATA:

* Number of companies reporting this occupation = 20

* Number of employees presently employed in this occupation = 233

* Average number of employees per company = 12

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	4
Increase of 1 to 5 employees	6
NO CHANGE	10
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +4

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +33%

TABLE XLVII

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Engineering Occupations (25)

BACKGROUND DATA:

* Number of companies reporting this occupation = 7
* Number of employees presently employed in this occupation = 71
* Average number of employees per company = 10

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	2
NO CHANGE	4
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +3

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +30%

TABLE XLVIII

OCCUPATIONAL PROJECTIONS FOR THE EIGHTIES

Other Scientific and Technical Occupations (30)

BACKGROUND DATA:

* Number of companies reporting this occupation = 9
* Number of employees presently employed in this occupation = 38
* Average number of employees per company = 4

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	2
Increase of 1 to 5 employees	4
NO CHANGE	3
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +5

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +125%

TABLE XLXX

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Telephone Craft Occupations (31)

BACKGROUND DATA:

* Number of companies reporting this occupation = 1

* Number of employees presently employed in this occupation = 450

* Average number of employees per company = 450

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	1
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	
Increase of 1 to 5 employees	
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +180

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +40%

TABLE L

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Other Mechanics and Repairers Occupations (32)

BACKGROUND DATA:

* Number of companies reporting this occupation = 27

* Number of employees presently employed in this occupation = 284

* Average number of employees per company = 11

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	3
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	9
NO CHANGE	13
Decrease of 1 to 5 employees	1
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +6

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +55%

TABLE LI

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Medical Technologist, Technician and Assistant Occupations (35)

BACKGROUND DATA:

* Number of companies reporting this occupation = 1

* Number of employees presently employed in this occupation = 3

* Average number of employees per company = 3

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	
NO CHANGE	
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +15

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +500%

TABLE LII

OCCUPATIONAL PROJECTIONS
FOR THE EIGHTIES

Design Occupations (44)

BACKGROUND DATA:

* Number of companies reporting this occupation = 3

* Number of employees presently employed in this occupation = 15

* Average number of employees per company = 5

* * PROJECTED CHANGES * *

Size of Increase or Decrease	Number of Companies Projecting Change
Increase of over 100 employees	
Increase of 51 to 100 employees	
Increase of 26 to 50 employees	
Increase of 6 to 25 employees	1
Increase of 1 to 5 employees	1
NO CHANGE	1
Decrease of 1 to 5 employees	
Decrease of 6 to 25 employees	
Decrease of 26 to 50 employees	
Decrease of 51 to 100 employees	
Decrease of over 100 employees	

AVERAGE INCREASE OR DECREASE IN EMPLOYEES = +6

PERCENTAGE INCREASE OR DECREASE IN EMPLOYEES = +120%